



GUIDELINES FOR PANEL ORGANIZERS

All panels must be open to including paper proposals from any member of the IUAES.

1. Evaluate the papers in the selection format ([Evaluation form](#)) to indicate whether to accept, reject or transfer the paper proposal to another panel. In the case a proposal is rejected, explain the reason in the comment box. The proposals for papers transferred to another panel are those that the coordinators find valuable, but whose subject matter does not correspond to their panel.
2. The coordinators must give priority to the national and institutional diversity of the participants. Each panel may cover one to two sessions.
3. Each panel session will last 105 minutes to allow between three and five participations. Decide on the presentation time of each paper and the order in which they will be presented. The coordinators should ensure that all authors have the same amount of time (no less than 15 minutes) and that there will be enough time for discussion.
4. Make sure that if a paper is presented in a language other than English, it is accompanied by a PowerPoint or Prezi presentation in English, and that the discussion is also conducted in this language.
5. Keep the participants of the panel informed in good time about the following: their selection, the schedule and location of the panel, the order of the presentations, the time that each presentation will last, the obligation of the authors to register and any changes related to the panel.
6. Inform the Organising Committee in the case that any member of the panel withdraws from the Congress.