



Society for Global Business and Economic Development



June 8 – June 10, 2018
UIBE Business School, Beijing, China

Guidelines for Session Chairs and Discussants

Dear Session Chairs and Discussants:

Thank you for volunteering to serve as a Session Chair or/and a Discussant for the 15th International Conference of the Society for Global Business & Economic Development (SOBED). Your assistance is greatly appreciated.

Please note that the SOBED will provide LCD projectors and laptop computers in all sessions. *Traditional overhead projectors will not be available.* Presenters will be asked to bring a flash drive that contains their presentation materials.

As a Session Chair, you are responsible for making the session runs smoothly and on schedule. Each session chair should prepare and use time "warning" cards (e.g., 5, 1, 0 minutes remaining) in his or her session. During the session, introduce each paper and presenter and make certain that the presenting author follows the time guidelines:

- Paper presentations are allowed up to **15 minutes per paper.**
- Discussion is allowed up to **3 minutes per paper.**
- The discussion should focus upon interpretations of the paper, offering insights on the paper, highlighting its contribution, and making suggestions for improvements (other than purely editorial).
- Q &A is allowed up to **3 minutes.**
- Unless noted otherwise, the sessions last **75 minutes.**

Thank you for taking on this very important role. I greatly appreciate your contribution to the success of the 14th International Conference of the Society for Global Business & Economic Development (SOBED).

Kindest regards,

Yam B. Limbu, Ph.D.

Co-Chair, International Conference of the Society for Global Business & Economic Development (SOBED) Associate Professor of Marketing
Feliciano School of Business
Montclair State University