



Transportation Research Forum

Tips for Discussants

-A hallmark of TRF are comments made after presentations by assigned discussants, who have reviewed the author's work.

-Discussants recommend talking for 2 minutes. The Room Monitor will notify them at the 1.5-minute mark. At the 3-minute mark (one minute after the recommended stop time), the Room Monitor will ask you to promptly end your remarks. Not all presentations will have discussants. Discussants cannot show slides.

-TRF strives to be respectful and encouraging to presenters. Discussants should recognize that most papers are works in progress. Often, discussants describe the general significance of the research project first, mention positive aspects of the paper, and offer several helpful suggestions to strengthen the work.

-We encourage but do not require discussants to offer more extensive verbal feedback a few minutes after the session. This will allow for a more relaxed discussion than is possible during the session. You could also type up comments or make a short digital audio recording and send it to the authors after the session (we can provide email addresses and instructions).

Tips for Moderators

-Moderators should arrive 10 minutes before the sessions begin to meet presenters and the Room Monitor.

-Sessions should begin and end "on time", even if the audience is moving about. Otherwise, presenters will not be given the full 26 – 28 minutes.

- Moderators should briefly introduce themselves, note the session title, and handle transitions between speakers. They are also to intervene if audience members ask rambling questions, monopolize, or lack basic courtesy.

-Author introductions will be short, about one paragraph long, and handled by the Room Monitor. Introductions will be made immediately before each presentation (rather than entirely beginning at the beginning)

-When the Room Monitor indicates that a 15-minute time limit for presentations has passed, look for an opportunity to tell the speaker to wrap up. If a speaker is absent, don't extend the existing presentations. Instead, finish earlier and encourage attendees to attend one of the other sessions or mix informally with the speakers.

-If you encounter problems that the Room Monitor can't address, text Joe Schwieterman at 312.869.0131.