



Society for Global Business and Economic Development



**June 21 – June 24, 2016**  
**Montclair State University**

*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 14<sup>th</sup> International Conference of the Society for Global Business & Economic Development (SGBED). Your assistance is greatly appreciated.

Please note that the SGBED 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 14<sup>th</sup> International Conference of the Society for Global Business & Economic Development (SGBED).

Kindest regards,

Yam B. Limbu, Ph.D.

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