

# **AFRICAN ECONOMIC CONFERENCE 2010**

## **Information Note for Chairpersons, Rapporteurs and Discussants**

### **Chairpersons**

Each Concurrent Session of the Conference will last 2 hours and comprises two/three papers that should be presented and discussed. In other words, **the Chairperson will make sure that the same time is devoted for each paper** (15 or 25 minutes for the presenter, 10 minutes for the discussant and 15 or 25 minutes for the audience). Chairpersons should ensure that these time limits are respected as it is important for the smooth progression of the Conference agenda.

### **Discussants are expected to speak for 10 minutes and to:**

- i. Reflect on the content of the paper and the presentation;
- ii. Initiate the debate/discussion by highlighting policy questions arising from the analysis;
- iii. Provide suggestions for the improvement of the quality of the paper, and;
- iv. Prepare a short write-up including the above (two pages maximum) to be submitted electronically to Audrey Chouchane ([a.chouchane@afdb.org](mailto:a.chouchane@afdb.org)) preferably by the end of the conference or at most within 5 days following the conference.

### **Rapporteurs**

The work of the Rapporteur is crucial for recording the proceedings of the Conference in a timely and comprehensive manner, without losing the key elements of the discussions for each session. In this context, rapporteurs are requested to prepare a maximum of 2 pages per session, using the following guidelines:

- i. Capture the key elements of the discussions in detail. This will include issues arising from the contents of the paper (analytical, development issues, etc) as well as policy issues that have implications for the advancement of Africa's development,
- ii. Capture key suggestions for improvement of the paper,

The structure of the 2 page report will be as follows:

- i. Introductory statement,
- ii. Comments on the paper's content and its contributions/limitations,
- iii. Emerging operational issues and opportunities, and
- iv. Policy issues emerging from the discussion.

The report should be submitted electronically to Audrey Chouchane ([a.chouchane@afdb.org](mailto:a.chouchane@afdb.org)) preferably by the end of the conference or at most within 5 days following the conference.

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