



INSTITUTE FOR GLOBAL LAW & POLICY
HARVARD LAW SCHOOL

Instructions for Moderators

At the IGLP, we hope to encourage a robust and collegial discussion of everyone's work. Your role as Moderator is crucial, both to stimulate a warm and engaged debate AND to enforce time limits ruthlessly to ensure there is ample time for just that debate.

IGLP TIME MANAGEMENT POLICY:

Before the Panel: Please arrive at the designated room ten minutes before the panel is scheduled to begin. You will find an envelope in the room with name cards for each panelist, "time cards" to help you keep panelists to the allotted time, and any further instructions. Please help ensure that each panelist has his or her name card and understands the format and order of presentation.

Opening remarks: Five minutes. Use the first five minutes to introduce all members of the panel and describe the general topic to be discussed.

Panel presentations: Ten minutes each. Each panelist is strictly limited to **TEN MINUTES** for opening remarks. We ask you, as Moderator to be **ruthless in timekeeping**. You will have a set of **IGLP time cards** to indicate clearly to speakers when there remains 10 minutes, 5 minutes, 2 minutes, and 0 minutes. If your cell phone has a timer, please set it to ring at 10 minutes.

General Discussion: In a 90-minute panel with five presenters, 30 minutes will remain for discussion.

The goal is to encourage spirited discussion of the larger themes or issues posed by the panel, drawing on the presentations and on the work of others who may be in the room. To this end, we recommend NOT using this time for specific questions directed toward individual panelists. Individualized comments and questions are often better addressed to a speaker after a panel has concluded and one has time to engage informally in a direct conversation.

Please ask the audience to refrain from asking specific questions, reminding them that there is plenty of time for one on one feedback after the panel has concluded. Encourage them to engage the panelists and one another on the larger themes.

You may wish to open the discussion by reflecting [**for up to 5 minutes**] on one or two cross-cutting themes linking or distinguishing the papers and which may be interesting to discuss.