



Social Sciences Universities Network (SSUN) 2023 Conference - Rio de Janeiro - Brazil

February 27th – March 1st, 2023

GUIDELINES

GENERAL CODE OF CONDUCT

- The 2023 SSUN Annual Conference takes place at Fundação Getúlio Vargas in Rio de Janeiro, Brazil. We actively work to create a diverse, welcoming, and inclusive community, and as such, we would like to provide a safe, respectful, and collegial conference experience for all attendees.
- The event will be held in English with no simultaneous interpretation. Participants are urged to prepare presentations and have conversations that respect and promote cultural and linguistic diversity as well as the fact that our community is a global one.
- Please check the time and place of all sessions and arrive at least 5 minutes before the starting time.
- During the Conference sessions, we encourage attendees to tweet and share their impressions in multiple languages using the hashtags #SSUN, #DataScience, and #SocialSciences.

RECOMMENDATIONS FOR PRESENTERS

- Appointed Chairs will be in charge of the session's dynamics.
- Presentations should be no longer than 15 minutes in roundtables with four speakers and no more than 20 minutes in roundtables with five speakers.

- A PC, a projector, and a screen will be available. Please bring any specialized adapters you might require, especially if you use a Mac.
- If you want to use handouts, you must provide the digital file at least one week before the start of the Conference.

GUIDELINES FOR SESSION CHAIRS

- The chair is in charge of welcoming the audience, introducing the speakers, and keeping track of the time in a session.
- Presenters should be introduced briefly, using only their name and affiliation. Their bios are included in the Conference materials.
- The chair will either open Q&A for 10 minutes after half of the presentations or leave at least 20 minutes at the end for a general session discussion.
- If presenters are still speaking at the end of their allotted time, the chair will ask them to stop in order to respect the time of the other presenters and allow for questions.
- In the event that no one else asks a question, the chair should always be prepared to do so.
- At the end of the session, the chair should remember to thank all of the participants and the audience.