

ITU Kaleidoscope Academic Conference
“Challenges for a data-driven society”
Nanjing, China, 27-29 November 2017

Session chair guidelines

Preparation of closing session summary

This document describes the following aspects related to the closing session:

- Objectives
- Input material to be provided by session chairs
- Deliverables
- Structure

1 Objectives

The overall objective of the conference is to present innovative and bold approaches relevant to technology, business and policy aspects of data management and analysis, and to foster research on the development of applications and services building on data technologies to improve society.

Each session chairman is requested to produce a set of slides (using the PowerPoint template for session chairs' conclusions available at the conference [website](#), Author's corner section) containing the conclusions and recommendations of his/her session, based on the presentations, questions and comments made by the participants.

During the panel discussion in the wrap up session (in the afternoon of 29 November), this material will be presented and discussed with the objective to consolidate the proposals and to agree on the overall conclusions and recommendations, in particular regarding the collaboration between ITU and academia.

2 Conclusions and recommendation from each session

For each session, a set of slides need to be prepared under the responsibility of the chairman of each lecture session with the following content:

- **Highlights** from the presentation of each paper (not more than one slide per presentation).
- **Conclusions and recommendations** based on the presentations, the comments made and the questions asked by the participants, summary of new trends (including technical, regulatory, and social aspects), their impacts on standardization and the involvement of academia, and recommended actions (max 2 slides).

The slides **MUST** be prepared using the PowerPoint template available at the conference [website](#), Author's corner section.

3 Recommendation to prepare the input material to the wrap up session

Based on the experience from previous events, it is highly recommended that the chairs of the lecture sessions proceed as follows:

- To **read the papers** before the conference and prepare a first draft of the highlights and conclusions for each presentation;
- To submit this first **draft to the authors** prior to the conference for comments and agreement;
- To modify and to extend, if needed, this first draft in accordance with the **comments** made and questions asked by the **participants**. **General conclusions** of the session should also be added;

- To **submit** the material to the Kaleidoscope Secretariat (Alessia Magliarditi at alessia.magliarditi@itu.int, with copy to kaleidoscope@itu.int) as soon as possible after the session.

4 Wrap up session structure

4.1 Participants

- Chairman of the wrap up session
- Chairmen of other sessions

4.2 Sequence of presentations and timing

- Conclusions and recommendation of each session (5 minutes each)
 - Specific conclusions of the panel session (if any, 5 minutes)
 - Q&A (time allowing)
 - Overall conclusions (5 minutes)
-