

## *U.K. Health Economists' Study Group*

### **MEETINGS PROCEDURE**

The following rules will operate at this meeting:

1. It will be assumed that those who are attending a session will have read the paper or papers being discussed in it.
2. Authors will **not** read, summarise or even introduce their papers.
3. Each session will begin with the discussant's comments. Discussants will have a maximum of **20 minutes**, including a **brief** summary of the paper.
4. Authors may then have a maximum of **5 minutes**, but **only** to clear up misunderstandings, **not** to reply to the discussant's points.
5. General discussion follows, moderated by the chair. Authors and discussants may take part, but should exercise restraint. In particular, authors should not engage in a 'question and answer' session with those raising points.
6. The discussant and the author, in that order, may speak for 5 minutes at the end if they wish.

### **Discussants**

The aim of your discussion should be:

- to be constructively helpful to authors
- if possible, to construct an agenda that will guide the general discussion during the session.

### **Chairs**

- Ensure the procedural rules are adhered to. Their purpose is to minimise unproductive use of time and maximise participation.
- When opening the discussion to everyone, ask speakers to state who they are and where they come from, make sure everyone can hear the question, if not ask the speaker to stand
- Do not let anyone monopolise the talk, unless no-one else wants to speak.
- The discussion is **not** a question and answer session, so do not allow authors to respond to every point as it is made, unless there is not much participation from others. Authors will get their chance to reply at the end.
- It may help to meet with the discussant and author beforehand so that you can create a good structure for the discussion.
- If you make a good structure, and speakers raise points at an inappropriate time, ask them to raise them later.
- Chairs should not ask questions when other people wish to do so. Look out for speakers from the audience rather than the chance to speak yourself.
- Chairs can end a session early if it seems that there is no more to be said.