Guidelines for SHINE Session Organizers

- Sessions should focus on specific science questions that are likely to spur discussion. These questions should be included in a written session description that is sent to the SHINE Chair
(
georgia.a.denolfo@nasa.gov
) when the session is first proposed. Session descriptions will
be posted online.

- On the morning of the first day of the Workshop, session organizers give an overview of their session to the entire Workshop. This overview should reiterate the questions that the session is focused on.

- Sessions should focus on
discussion
 of these science questions and should not
include AGU-style contributed talks with introductions, multiple slides, etc.

- Each half-day session should have two invited "scene-setting" presentations, (no more than 15 minutes) designed to set the stage for the ensuing discussion. (Note: while it is permitted for these to be given by the session organizers, we request approval by the steering committee for all scene setting speakers.) Presenters should take great care not to focus on their own work, but to present more broadly the "state of the field" as it relates to the questions addressed by the session. Session organizers should work closely with presenters to ensure that the invited presentations are designed to spur discussion on the theme of the session in a manner that is understandable to students.

- Contributions from participants should be limited to roughly 1 to 3 slides, which should be shown only if the slides become relevant to the evolving discussion. The best practice is not to guarantee participants that their slides will be shown.

- Corollary: as participants, we should all refrain from asking to give contributed talks.

It is often helpful to reach out in advance of the session to potential session attendees for help in directing the discussion.

- On the morning after the session takes place, organizers present a summary of the session to the entire Workshop. These presentations should summarize the discussion, especially as it relates to the questions the session was designed to address. Organizers should avoid simply giving a re-cap of individual presentations.