

**Guidance for Session Chairs, Plenary Discussion Chairs, and Rapporteurs**  
Third International Workshop on Advances in the Use of Historical Marine Climate Data  
(MARCDAT-III) 2-6 May 2011, Frascati, Italy  
(18 April 2011)

**Session Chairs**

The main tasks of the Session Chair are to briefly introduce the Session as a whole, and each speaker individually, to keep the presentations to the time allowed, and to [lead/moderate the ~5 minute discussion after each presentation](#). Please be prepared with a few introductory remarks, and general discussion questions, to help guide your Session. Finally, [the Chair should work closely with the Rapporteur to prepare a short summary of the session](#).

**Plenary Discussion Chairs**

The main tasks of the Plenary Discussion Chair are similar to those above – without the presentations component. In this case a few slides are encouraged to help structure the more lengthy discussion. Again finally, [the Chair should work closely with the Rapporteur to prepare a short summary of the session](#).

**Rapporteurs**

The goal of each Rapporteur should be [to capture important information during the Session \(or Plenary Discussion\) for follow-up after the workshop](#). Collectively the Rapporteur reports, written in partnership with the Session (or Plenary Discussion) Chair, will be used to shape the concluding plenary session on Friday, as a basis for the general discussion and workshop review, and for the preparation of conclusions and recommendations for future actions – including helping to articulate and reach agreement on a proposed 10-year “Vision” – within the MARCDAT community.

In preparing your report, please [avoid making lengthy summaries of the presentations and discussions](#) – instead try to concentrate on issues relating directly to the objectives of the workshop and the future development of MARCDAT. Your summary should be brief (note: maximum two pages) and provide a general overview of the main Session (or Plenary Discussion) outcomes/conclusions rather than a regurgitation of each presentation/comment made.

**Submission of Reports from Sessions and Plenary Discussions**

Each report should be of a written standard suitable for publication in the workshop proceedings, including the main items discussed and the session conclusions/recommendations. Session and Plenary reports will be collated initially on Thursday evening as input to the concluding discussions – so please pass or e-mail each report in digital form (e.g. Word doc) to S. Woodruff ([Scott.D.Woodruff@noaa.gov](mailto:Scott.D.Woodruff@noaa.gov)).