

June 6, 2005

TO: All Participants of the 3rd EAF-EARO International Symposium on Ethiopian Development Studies, June 18-19, 2005

RE: Guidelines for Conference Participants:

FROM: Prof. Sisay Asefa, On behalf of the Organizers of the 3rd EAF-EARO & CADPR-WMU International Symposium on Ethiopian Development Studies

Greetings. We are sending this memo along with the Preliminary Conference Agenda to all Participants, defined as Presenters, Chairpersons, and others interested to participate in the Conference.

1. **Presenters:** You are cordially advised to prepare a 15-minute presentation. We recommend Power Point presentation to save time. Please confirm your attendance of the conference. For those coming from overseas, please let us know your arrival date and time and if you may need to be picked up from the Airport. Individuals are urged to directly contact hotels such as the Ghion, Dessalegn, Ras Amba, Imperial, the Hilton, Addis Sheraton, and other wonderful hotels in Addis Ababa to make personal arrangements. We urge presenters to send a copy of their paper by e-mail to the Chairperson of your respective sessions, using e-mail addresses provided below.
2. **Chairpersons:** The important task of the chairperson is the management of time and presentations. Chairpersons are responsible for making sure paper presenters stay within their allotted time and that sessions does not run overtime. We urge you to read or at least scan the papers so you can pose questions or offer remarks, if and when the need arises. Following presentations, your primary task is to maximize participation from the members of audience. Please encourage and enforce brief comments and questions, and discourage long speeches that may consume time from the members of the audience. Questions and comments from the audience should be kept to 2-3 minutes to maximize audience participation, and should not exceed 4 minutes.

3. **All Participants:** The purpose of these meetings is to exchange ideas and improve the quality of research based on informed dialogue aimed at contributing to better information and knowledge for researchers, policy makers, and other stakeholders interested on Ethiopian development issues. We ask all participants to maintain the tradition of order, civility, and strict adherence to the acceptable a civil norm of conduct during the session and discussion period. No member of the audience should engage in any rude or impolite remarks directed to any individual participant, organization or a member of the audience. But, all participants are free to express their views in any aspect of the presentation directed to the ideas expressed and the evidence presented. Members of audience are asked to treat individuals with respect and courtesy while they can freely agree or disagree with the ideas, evidence, and policy implications of papers presented. Those who disagree with an issue or evidence including its policy implications should always do so based on facts, and try to suggest alternative solutions, including suggestions for improving the paper.
4. Finally, these Symposia series has established a tradition of friendliness, diversity, and inclusiveness by trying to bring scholars and researchers, and other professionals both from Ethiopia and overseas. Many have regarded this effort to be both valuable and a pleasure to attend. Various sessions try to promote honest and serious engagement of the key issues based on available data, including the challenges of sustainable development for Ethiopia. We thank you again for your participation and contribution, and we look forward to see you all.

E-Mail Addresses of Session Chairs, ordered according to session numbers in the Conference Agenda are as follows:

1. Dr. Aberra Deressa: ddg@earo.org.et
2. Professor Endashaw Bekele: endashawbekelew@yahoo.com
3. Professor Amde Amde: amde@eng.umd.edu
4. Professor Tirusew Tefera: tirusew_tefera@yahoo.com
5. Dr. Alemayehu Geda: ag@ethionet.com
6. Professor Sisay Asefa: sisayasefa@yahoo.com
7. Dr. Assefa Admassie: aadmassie@eeaecon.org
8. Dr. Astede Assefa:
9. Dr. Alemayehu Seyoum: