**South East Europe (SEE) Meeting Presentation Formats**

**1. Plenary Session Presentation**

- **Stand-alone presentation**: This is a presentation that is followed by audience questions answered by the presenter or other members of the audience. The presentations are typically 30 minutes in length. The SEE Programme Committee (PC) recommends using 20-25 minutes for presenting and 5-10 minutes for questions. If the presenter feels that more or less presentation time is needed, they must make this clear in their proposal. Presenters are welcome to propose other styles of presentations to the PC if needed.

- **Panel discussion**: This is a presentation and discussion of a topic where multiple guests are invited to the stage to discuss the topic. Typically, a panel discussion includes a moderator who introduces the topic and the panelists to the audience. The moderator then leads the discussion between the panelists and the audience. Panel discussions are typically one hour in length. If more or less time is needed, this must be made clear in the proposal. Presenters proposing a panel are encouraged to include speakers from several (perhaps even competing) companies and/or a neutral facilitator.

**2. Tutorial**

Tutorials are a method of knowledge transfer on a specific topic and usually involve an expert on the subject providing intensive instruction to a group of interested people. Tutorials are set in a classroom style and can range in participant size, allowing the presenter to provide individual attention or instruction where needed.

Tutorials at SEE Meetings are allocated up to two hours.

**3. BoF**

A Birds-of-a-Feather (BoF) meeting is a simple gathering of any number of people who are interested in a RIPE community-related topic.

Typically, the organiser of the BoF introduces the topic to participants without a microphone or other technical support and participants take part in an interactive discussion that is moderated by the organiser or appointed moderator(s).

**4. Lightning Talk**

Lightning talks are short (5-10 minutes) presentations covering any topic that may or may not include slides. The presenter can choose how much of this time to spend on their presentation versus Q&A.

The SEE PC decides which lightning talks to allow on short notice – in some cases on the same day the lightning talk is proposed.