



Guidance for a Constructive Culture of Exchange in IEE-GSEM seminars¹

The IEE is committed to create and maintain a work and research environment that is respectful and inclusive. Following the recent debates in the European Economic Association and the American Economic Association about the culture of seminars in our profession, and informed by a number of conversations with our faculty and students, we have decided to prepare this document as a guide for what we consider appropriate conduct during seminars.

1. **Allow presenters 10 minutes of time at the beginning to frame their talk without interruption.** This rule is announced to the presenter during the invitation process together with the other details about the seminar (hotel booking, instructions to reach us, et.) and mentioned at the beginning of the talk.
2. **Raise your hand to indicate that you wish to ask a question or contribute to the discussion.** Do not intervene without being invited to do so by the presenter.
3. **Avoid sidebar conversations with other participants.** Keep whispers to no more than a short (clarifying) question or response. Anything more should be deferred or asked publicly.
4. **Be on time at the start of the talk and avoid leaving earlier.** If you really need to leave earlier or arrive later for personal or professional reasons, you should let the speaker know in advance and apologise politely.
5. **Avoid using your laptops or smartphones during the talk.** We are not printing the presented papers so it is understandable that you may want to bring your laptop with you at seminars to occasionally glance at the PDF during the talk. However, constantly staring at your laptop screen or typing on the keyboard gives the speaker the impression of a lack of attention/interest and is very impolite. Do not use your phone unless it is strictly necessary for professional or family reasons. In such circumstances, it is nice to let the speaker know in advance and apologise politely.
6. **As an organiser, be prepared to intervene in real time** if necessary to call attention to someone whose raised hand has been overlooked, to return the floor to the presenter, or to remind participants of our norms of courtesy and respect.

This version: 07.01.2024

¹ Based largely on the MIT rules available at https://docs.google.com/document/d/1Pf9fYEtDLg-IbooxHraO8tPL519GW5vxC-TW_CmQBcE/edit.