

TEMPLATE FOR OBSERVERS

Session:

Date:

Time:

Speaker's Name:

BLOCK 1. GENERAL INFORMATION

Question	Answer	Description
Observer		Your name. This info will not be shared, it is only for queries.
Speaker_Sex	MALE / FEMALE	Gender of the speaker.
Chair_Sex	MALE / FEMALE	Gender of the chair that introduced the speaker.
Talk_Topic	F / T / M / TH / E Bg / Pop / Bio / Others	Topic of the talk. Options: Freshwater (F) / Marine (M) / Terrestrial (T) / Theoretical (TH) / Evolution & Ethology (E) / Biogeochemistry (Bg) / Populations (Pop) / Biodiversity (Bio) / Others
Talk_Start_Ok	YES / NO	The talk started on time.
Talk_Duration		Duration of the talk <u>in minutes</u>
Chair_Intervention	YES / NO	The chair intervened because the speaker exceed his/her time.

BLOCK 2. ATTENDANCE INFORMATION

Includes the attendances, the chairs, and the observer (i.e. you), but not the speaker. Please, be accurate. Count at least twice for each case (and more times if you have disagreement!). Avoid counting during the first or last minutes as people is usually coming in and out of the room (e.g. count the attendees between slide 5 and 6).

Question	Answer	Description
Numer_Male		Nmber of <u>male</u> attendees
Number_Female		Number of <u>female</u> attendees
Number_Attendees		Number of <u>total</u> attendees

BLOCK 3. QUESTION TIME

Question	Answer	Description
Silence_Period	YES / NO	There was a silence period after the talk.
Silence_Duration		Duration of the silence period <u>in seconds</u>
Chair_Question	YES / NO FIRST / LAST / UNIQUE	The chair asked a question. If yes, specify if it was the first, last or unique question.
No_Question	YES / NO	No questions were asked in this talk.
1_Question_Sex	MALE / FEMALE	Gender of the attendee that asked the question
1_Question_Duration		Duration of the question <u>in seconds</u>
1_Answer_Duration		Duration of the answer <u>in seconds</u>
2_Question_Sex	MALE / FEMALE	Gender of the attendee that asked the question
2_Question_Duration		Duration of the question <u>in seconds</u>
2_Answer_Duration		Duration of the answer <u>in seconds</u>
3_Question_Sex	MALE / FEMALE	Gender of the attendee that asked the question
3_Question_Duration		Duration of the question <u>in seconds</u>
3_Answer_Duration		Duration of the answer <u>in seconds</u>
4_Question_Sex	MALE / FEMALE	Gender of the attendee that asked the question
4_Question_Duration		Duration of the question <u>in seconds</u>
4_Answer_Duration		Duration of the answer <u>in seconds</u>
5_Question_Sex	MALE / FEMALE	Gender of the attendee that asked the question
5_Question_Duration		Duration of the question <u>in seconds</u>
5_Answer_Duration		Duration of the answer <u>in seconds</u>
6_Question_Sex	MALE / FEMALE	Gender of the attendee that asked the question
6_Question_Duration		Duration of the question <u>in seconds</u>
6_Answer_Duration		Duration of the answer <u>in seconds</u>