



Small Area Estimation Conference (SAE 2026)

University of Bucharest, Faculty of Administration and Business

15–19 June 2026

Guidelines for Chairs, Participants and Speakers

These guidelines are intended to support the smooth running of the scientific programme of the SAE 2026 Conference and to ensure that all sessions start and end on time.

Guidelines for Chairs

Session chairs are kindly asked to support both speakers and participants by ensuring that the session is well prepared, runs according to schedule, and allows for focused scientific discussion.

- Obtain short bios of all speakers and prepare a very brief introduction for each of them, to be delivered just before the respective presentation.
- Check that all presentations have been uploaded to the conference Google Drive folder by **June 9, 2026**: [SAE 2026 Google Drive folder](#).
- Arrive at the session room **10 minutes before** the start of the session.
- Check the condition of the room, especially the equipment and microphones. If any assistance is needed, please contact the Local Organizing Committee.
- Verify the speakers' names, pronunciation, presentation titles, and affiliations before the session starts.
- Start the session on time.
- Ensure that each speaker keeps to the allotted time indicated in the programme.
- Remind speakers of the remaining time, for example by preparing cards indicating **5 minutes** and **1 minute** remaining.
- If a presenter finishes early or does not attend, use the extra time for questions and discussion. Do **not** start the next presentation earlier than scheduled.
- Ensure that questions remain brief and relevant, and restate questions when needed so that they can be heard by everyone.
- End the session on time.

Guidelines for Participants and Speakers

Speakers are kindly asked to prepare their presentations carefully and to respect the timing and structure of the scientific programme.

- Limit one presentation per participant. There are no limits on other roles, such as chair, discussant, or organizer, that a participant may assume.
- Provide brief bios to the session chair at least **one week before** the conference.
- By **June 8, 2026**, upload your final presentation to the conference Google Drive folder, and notify the conference organizers and the session chair: [SAE 2026 Google Drive folder](#).
- Although discouraged, last-minute updates to presentations may be accommodated. In such cases, please bring a USB drive with the final version of the presentation, so that it can be uploaded just before the session.
- Please upload your presentation in the appropriate sub-folder according to your presentation type:
 - Short Courses;
 - Keynotes;
 - Contributed Sessions;
 - Invited Sessions.
- Practice your presentation prior to the conference, including timing.
- Arrive **10 minutes early** to the room in which your session is scheduled.
- Introduce yourself to the session chair.
- Be aware of the time allocated for your presentation:
 - Keynote addresses are **45 minutes**, followed by **15 minutes** of discussion.
 - Invited Sessions and Contributed Sessions are composed of three **25-minute presentations**, followed by **15 minutes** of discussion.
 - Talks of **25 minutes** are recommended, with **5 minutes** for questions and discussion.
- This 5-minute discussion period should also allow attendees to switch sessions in order to attend an alternative talk. Therefore, strict adherence to the schedule is essential.
- If your presentation is shorter than 25 minutes, please engage in discussion with the other session participants until the next presentation starts.
- The **30-minute rule** should also apply to sessions with two presentations instead of three.
- Use the microphone provided, if applicable, and speak clearly and loudly enough to be heard in the back of the room.

- Stay in the room in which your session is scheduled for the entire session.
- Consider submitting your paper for publication in the Special Issue of the *Romanian Statistical Review*, by sending your manuscript by e-mail to smallareaestimation2026@gmail.com by **July 15, 2026**.

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University of Bucharest, Faculty of Administration and Business

Bucharest, Romania

smallareaestimation2026@gmail.com

<https://sae2026.faa.ro>

Conference Google Drive folder