



Instructions for Session Chairs

Before the session

- Make sure you know which session you are to chair; check for any scheduling clashes with any other commitments and notify the Program Committee if you cannot serve as session chair.
- At the conference, arrive at the room of the session at least 10-15 minutes prior to the start of the session.
- Check the technology and alert any of the technicians or student volunteers of any problems.
- Greet the speakers and make sure that everyone scheduled to speak is present, and that all presentations have been loaded on to the computer (including your own if you are to present in the session).
- Explain your role and the time management rules listed below to the presenters, so they know to look at you for cues.

Time management

- Each oral presentation is allotted 20 minutes in total. Each presenter has 15 minutes for their presentation and 2-3 minutes for questions and the balance of time to transition to the next speaker.
- Each room will be equipped with a timing device that gives color-coded warnings for end of presentation.
- The Session Chair can suggest that any further questions be addressed after all speakers have concluded, in the interest of time.
- Every presentation must be in the sequence and time allotted. If a speaker does not show up on time, the next speaker shall not begin before the scheduled time. Session chair may fill this time with questions from the audience for previous talks.
- Please inform the presenters about these procedures before the session begins.

During the session

- Introduce yourself to the audience and give a brief introduction of the speakers and the overall topic.
- Explain the time allocation – each presenter has 15 minutes to present, and 2-3 minutes for questions. Explain also that after 20 minutes have passed the next presenter will be introduced.
- Introduce the first presenter. Check the time when the presentation starts.
- Make sure the presenter adheres to the time limit.
- After the presentation, ask if there are any questions, and make sure the questions do not cause the presentation to be too long. If questions remain after the time is up, suggest that the discussion resume after the session.