

Session Chair Guidelines

We have provided detailed guidelines, particularly with first time session chairs in mind. If you're an experienced chair, just read the key points provided at the top of this document.

If you have any questions, please don't hesitate to get in touch: ascilite2017@usq.edu.au

In brief

Prepare for your session

- Check the location of your session room in advance.
- Make sure you have a copy of speakers' biographies (available from the [program on the conference website](#), in the app, and emailed to you in advance of the conference).
- Meet your speaker/s at the session room about 10 or 15 minutes before the start time. Your session assistant will be there too – they can help you out if you need anything.
- Talk to the speaker/s about timing and let them know when you will give them time warnings.

Begin the session

- Start the session on time – introduce yourself, identify the session, read the house keeping notes, outline session timing.
- Introduce the first speaker (keep the introduction to under a minute).

During each presentation

- Provide time warnings and if necessary, cut in to ask for questions if the speaker runs over. Timing cards (5 minute, 1 minute) will be provided.
- As a reminder, Concise Papers presenters have 15 minute to present followed by 5 minutes Q&A; Full Paper presenters have 25 minutes to present and 5 minutes Q&A.

At the end of each paper

- Invite questions and field them – have one prepared just in case there are none from the audience.
- Thank each speaker.
- In concurrent sessions, introduce the next speaker. **But don't start the next presentation early!**

At the end of the session

- Thank the speakers again and invite the audience to show their appreciation.

Technical support

- Send your session assistant to the Speakers Desk if you need assistance.

And the detailed version!

Prepare for your session

- Read the papers/abstracts for the session, and identify one possible question to ask the speaker/s for each paper/abstract.
- Check the location of your session room.

10 to 15 minutes before the session start time

- Go to the session room.
- Meet the session assistant. They are there to help if you need anything.
- Meet and introduce yourself to the speakers - try and make them feel at ease.
- Remind the speaker of the session length:
 - Concise papers: 15 minutes plus 5 minutes for question time
 - Full papers – 25 minutes plus 5 minutes for question time
- Advise the speaker that you will give them several time warnings:
 - 5 minute warning
 - 1 minute warning
 - At 1 minute over, you will cut in to thank them

When you enter the session room

- Check lectern for housekeeping notes.
- Check in with the session assistant – they will be there to make sure the technology is working correctly, and to ensure all speakers presentation files are available and in working order.
- Seat speakers in the front row as this makes access to the lectern easier and will also allow speakers to answer questions at the end of their paper.

Start the session

- Start the session on time. It is just as important not to start early as it is not to start late.
- Briefly introduce yourself, the organisation you represent and your role in that organisation at the start of the session.
- Identify the session by the title of the first paper (in case some of the delegates are in the wrong place).
- Read the housekeeping notes provided on the lectern. Remember to ask delegates to turn phones to silent, including alerts and key stroke sounds. Remind delegates of the conference hash tag #ascilite17.
- Outline the session timing, including paper length, question time. This information will be printed on the run sheet / housekeeping notes for the session.

At the beginning of each paper

- Start papers on time. Do not start papers early.
- Introduce each speaker with a brief biography (provided separately). Highlight a couple of points of interest about the presenter. Keep the introduction to under a minute – you may not have time to read the whole biography provided, so make sure that you review it ahead of time.

During each paper

- Please make sure that papers run to time. Provide warnings:

- 5 minute warning
- 1 minute warning
- At the scheduled finish time, stand up and move to the lectern
- At 1 minute over, cut in to thank speakers and invite questions.

It is critical that sessions run to time. Note that it isn't rude to wrap speakers up in this way. They know how long their allotted time is and should be prepared accordingly.

At the end of each paper

- Invite questions and field them in an orderly manner. Repeat them if necessary.
- Have a question ready in case none are forthcoming from the audience.
- Thank each speaker at the conclusion of question time.
- Remember, don't start the next paper early!

At the end of the session

- Announce when and where the next sessions will commence, particularly if your session is before morning tea, lunch or afternoon tea.
- Reiterate any important housekeeping notes and/or read new housekeeping notes if applicable.
- Tidy up the room for the next session. If speakers leave any materials behind, take these to the Speakers Desk.

Technical support

Technical support will be provided by designated members of the Conference Organising Committee. If you require technical support during your session, send your session assistant to the Speakers Desk.