

## Guidelines for Those Chairing Conference Sessions

1. The role of the Chair is to confirm each speaker's attendance, to introduce speakers and to ensure that speakers abide by the allotted time-frame. It is vital that later speakers in a session are not disadvantaged by time mismanagement by the Chair.
  - a. Full papers have 20 minutes for presentation and 10 minutes for questions (30 minutes total)
  - b. Work-in-progress papers have 10 minutes for presentation and 10 minutes for questions (20 minutes total)
2. Chairs should arrive early at the session to meet the speakers and confirm paper titles. Be prepared to ask someone to find a missing speaker. Don't leave the room yourself as you will be needed to commence the session promptly.
3. Chairs should seek some biographical information about speakers, including institutional affiliation, recent research and publications (there might be time for only a portion of this information to be used in introducing the speaker but some of this information could turn out to be useful in question time).
4. Chairs should check that the furniture is suitable
  - a. Enough chairs?
  - b. Water jug and plastic cup for speaker?
  - c. Table for data projector if it is to be used?
5. Chairs should start sessions promptly
6. Chairs should
  - a. Welcome the audience
  - b. Introduce themselves by name and organisational affiliation
  - c. Ask for mobile phones to be turned off
  - d. Ask those who intend leaving mid-session to move close to the exit door & to leave quietly
  - e. List the speakers in the session (noting cancellations, any changes of schedule)
  - f. Introduce the first speaker by name, institutional affiliation, paper title
7. Chairs should use time cards to indicate to the speaker the amount of time left (please ensure that cards are left on the table at the end of the session)
  - a. Time card for 3 minutes left
  - b. Time card to 1 minute left
  - c. Card indicating 'please conclude now'
  - d. Card indicating 'I must stop your presentation now'
8. In excessive cases where a speaker oversteps the time rules, Chairs should interrupt and simply end the presentation, acknowledging the speaker's presentation with thanks and applause.
9. After each presentation, the Chair should call for audience questions or comments.
10. Those asking questions or making comments from the audience should be encouraged to introduce themselves prior to speaking.
11. If there is silence, the Chair should ask a general question to encourage discussion.
12. Question time should be adjusted so that the full presentation-plus-question time does not exceed total allotted time.
13. At the end of question time, the Chair should thank the speaker again.
14. The Chair introduces the next speaker....
15. Conclusion: at the end of the session the Chair should thank the presenters and the audience.
16. With permission of the presenters and audience, it is possible for the Chair to decide to carry sessions over a few minutes into morning or afternoon tea time or the end of the day, but not by more than 5 minutes.