

Guidelines for Session Chairs

As session chair it is your responsibility to be in the allocated room at least 10 minutes before the session begins to meet the presenters and ensure that their audio-visual needs are appropriately met. In the time before the audience arrives, make sure that you have some information from all of the presenters about how they would like to be introduced. The order of presentations is set out in the Conference Program.

Each concurrent session is scheduled for 90 minutes. The program has been designed so that in concurrent sessions there will be three or four presenters who will each have 15 minutes to present. The amount of time for questions and clarification will depend on the starting time and time taken for introductions. There should be approximately 15 minutes for general discussion at the end of the session.

During the Session

Introduce the speakers

Monitor time: Provide a 5-minute and 2-minute warning.

Start discussion after the presentations are completed. If there are no questions, have one or two questions ready to ask to get the ball rolling.

Acknowledge and thank speakers and audience for their participation.

Tips for Presenters

Be prepared - you will have 15-20 minutes to present depending on the number of presentation in your session. After five minutes you should be presenting your results.

Know what's important: highlight the most significant findings. Those with an interest in more detail will follow up with questions. Focus on purpose, method, findings and recommendations.

Don't use power point as a virtual text. Highlight a few points which are easy to read and graphically interesting.

Practice your presentation and have any technical equipment ready to go.

State your final conclusions and end on time.