GUIDELINES FOR SESSION CHAIRS

Chairs have asked Ascola for instructions as to how to conduct sessions placed under their responsibility. This document answers their demand, in the hope that the suggestions contained herein will be useful.

Speakers.- In the past, chairs have found it useful to contact speakers in their panel. This allowed them to have an idea about what speakers will be saying. It facilitates the preparation of the introduction to be delivered by the chair to the session, and to each presentation.

Start.- Please keep an eye on the time indicated in the program for the start of your session and, in association with Ascola and the organizing institution, make sure that people get back to their seats so that the session may start in due time.

Slides.- Sometimes, chairs and speakers find themselves struggling with setting the ppt presentation while the session has already started. This should be avoided. Please make sure all slides are on the computer before the start, and make sure that they can be retrieved easily. Similarly, make sure that the microphones are set up conveniently for the presentations and the discussion.

Timing.- The schedule is essential. Make sure that the session does not stop after the time allocated in the program or discussed with Ascola or the organizing association. To that effect :

- Make sure no speaker exceeds its time
- Make sure the discussion is contained within the limits agreed beforehand.

Introductions.- Please prepare an introduction to the theme of your session, showing the interest of the theme in the context of the general conference. Prepare also a short introduction of each author and paper. Please keep your introductions within reasonable limits.

Discussion.- It is advised to organize the discussion after all presentations have been made instead of after each presentation. The time can then be allocated fairly among the speakers.

- take several questions at once
- in the replies, try to allow each speaker some time to give his/her reaction
- make sure each person asking a question start by identifying him/her self
- make sure that the people asking questions do not end up making a lecture …

Slides.- Make sure your slides are on the computer for the presentation in the conference room. It is your responsibility to contact the chair to that effect.

Often, speakers have too many slides. For a reasonable amount, count 1 slide per minute – at a maximum.

Speakers tend to write a lot on their slides. This makes it difficult for participants to read and, at the same time, pay attention. We recommend writing a minimum number of words on slides.

Podium.- If you wish to speak from the podium, go there as soon as the previous speaker has finished his presentation. You will be introduced by the chair while you stand there.

Allocated time.- Please consider as a maximum the time you have been allocated. That time includes various things - the presentation by the chair, getting your slides on screen etc. To be sure, always take 2 minutes off the time allocated to you, and you will be sure not to exceed it. For the sake of fairness, the instruction given to chairs is to stop speakers after the time allocated to them even if they have not finished their presentation. This is necessary to give each speaker the time to present his/her ideas.

Presentation.- Please do not speak too quickly. To that effect, select what you want to say and present the essence of your argumentation. The rest can be read in your paper.