

4th National Bioethics Conference
Dec 6, 7 and 8, 2012
@ University of Hyderabad, Hyderabad, India

Guidelines for
Session Chair and co-chair persons

The full program of the 4th National Bioethics Conference will consist of 5 plenaries including an inaugural and a valedictory session. Through these plenaries 13 invited speakers will deliver keynote addresses. The conference will have 9 parallel tracks for paper presentations at which 34 papers will be presented. Additionally, there are 8 parallel tracks for workshops/symposia. There are poster presentation sessions.

You will appreciate that we want to organize all these presentations as efficient and smoothly as possible. **Please read these instructions very carefully.**

Session plan

Each session will be jointly steered by a pair of chair and co-chair. Chairperson will be responsible for introducing speakers and steering discussion. Co-chairs will be responsible for time keeping and logistics.

Each session is 90 mins long.

Inaugural plenary and valedictory: There will two speakers in each of these sessions and will speak upto 20 mins each. Discussion hrs is allocated 10-12 mins. Chair and co-chair will have 5-8 mins to speak. The rest of the 30 mins are allocated for other activities such as lighting of the lamp, short film screening (inaugural session); conference rapporteurs reporting, vote of thanks etc in the valedictory session.

Other three topical plenaries: There will be three keynote speakers. Each speaker will have upto 20 mins to present/talk. The discussion time for these plenaries is 20 mins at the end of all presentations. Chair and co-chair jointly have 10 mins for their disposal to introduce the session, introduce the speakers and comment on presentations as way of initiating discussion hr.

The parallel tracks for paper presentation are also 90 mins long. Except two, in the rest of parallel tracks there will four paper presenters. The paper presenters will have 15 mins each to present. The discussion time of about 15 mins is at the end of all presentations. You have about 5 mins to introduce speakers at the beginning of the session. Both chair and co-chair can comment before, during or post discussion hours.

Prior to Your Session

- Ensure that you have brief bio-sketches and abstracts of the presenters with you. They are available in the printed Conference Programme Book.

- You should arrive at the conference room a few minutes prior to the start of the session
- Concern yourself with the environment - check sound, lights, laser pointer, Powerpoint presentation. There will be volunteers to assist you in this process.
- Ask all the speakers in your session to join you on stage - a few minutes before the start of your session. At that time, make needed introductions and help them feel comfortable with the room arrangements.
- Remind the speakers about the time limits that will be imposed on them. Describe to them the method you will use to **notify** them when they are nearing their presentation time limit and how you will **interrupt** them if they have reached the end of their allotted time. (You will be provided with a cue card with a 5 minute warning).

It is up to you as the Session Chair to ensure that ALL speakers receive their allotted time.

When Your Session Begins

- You only have 5 minutes for the introduction of your session.
- Make any announcement received from the Conference Organiser.
- Remind the delegates to switch off their mobile phones.
- Directly ask members of the audience if they can hear you clearly.
- Formally announce the beginning of the session. (If needed, politely encourage the audience to settle into their seats and conclude their conversations).
- Introduce yourself as Session Chair and give your affiliation.
- Think about a general introduction to the session. The initial opening of the session by the chair should briefly and clearly introduce the framework
- Introduce each speaker at the beginning of a presentation - give their affiliation and the title of their talk.
- Explain the format of the session – that time is allotted for discussions **only after all of the presentations have been made** at the end of the session and that presenters should not be interrupted with questions while presenting

During Each Presentation

You must keep track of elapsed time during a presentation. Signal to the speaker when his/her time is almost over. In order to keep the whole session to schedule and to allow time for questions from the audience, **keeping the presentations within the allotted time is compulsory.**

Discussions

- Start the discussion by announcing that the floor is now open. Suggest that audience members start off before asking a question by giving their name and affiliation; interrupt them to do so if they forget.
- Microphones are available at the seats of the conference room. Ask the delegates to use these when asking questions.

- If there are no questions, the session chair should have one or two questions ready to ask to get the ball rolling.

Closing the Session

When the last speaker's presentation and the Discussion (questions/answers) have concluded, **THANK the audience** for attending the session and their participation and speakers/presenters for presenting their work.

State that your session is now completed.

Thank you in advance for your cooperation and for your willingness to be a Session Chair!

From

Conference Co-ordination Committee, 4th NBC