



## **IASE – IASC 2023 Satellite Conference**

### **GUIDELINES FOR SESSION CHAIRS**

The role of the session chair is to keep the session running on schedule, to support the presenters and to facilitate the Q & A.

*a) 10 minutes before parallel session*

- Arrive at session room (listed on the Whova Agenda)
- Navigate to the appropriate Whova session through the Agenda on your own internet-enabled device.
- There will be AV and webinar technicians present in your room, so check in with them. Check in with presenters (note that some presenters are presenting in-person, and some are presenting online). Remind them of timings and that you need to be strict and close after 20 minutes and agree how you will let them know when there is 5 minutes remaining, and 1 minute remaining. Confirm pronunciation of their name if you are unsure.
- The slides for in-person presentations in your session will be set-up on the presentation laptop in advance. Most (if not all) online slides will be included there too, but the plan is for online presenters to share their own screen/slides.

*b) At beginning of session*

- Welcome attendees to the session. Briefly introduce yourself and the topic(s) of the session.
- Make a point of speaking directly to the online attendees – acknowledge that you know they're there. Note that you will need to use the microphone for online attendees to hear you.
- Remind all about 20-minute timing for presentations followed by 5 minutes for Q&A.
- Presentations will be live streamed through a Zoom webinar. The Zoom chat will be disabled, and online attendees will not be able to turn on their video/audio to ask questions verbally. Questions will be collected through the Whova chat for the session.
- Encourage all attendees to post questions in the Whova chat for the session.

*c) At the beginning of the presentation*

- Navigate to their presentation slide deck, if required.
- Presenters, yourself, and any in-person attendees who ask questions verbally will need to use the microphone as directed by the AV and webinar technicians in the room.
- Briefly introduce the presenter(s) and their affiliations.
- Hand over to presenter(s).

*d) During the presentation*

- Moderate the Whova session chat during the presentation and collect questions for the Q&A period.
- Prepare a couple of questions of your own in case there is time left in the Q&A after attendees' questions are answered.
- If the presenter is still speaking at 15 minutes, inform them they have 5 minutes left.
- If the presenter is still speaking at 19 minutes, inform them they have 1 minute left.

*e) After the presentation (minute 20-25) – Q&A*

- Close the presentation at 20 minutes – be polite but assertive if presenter is going over.
- At the end of the presentation invite questions from the attendees. Monitor the Whova chat for the session during the presentation and the Q&A and ask the presenter(s) questions verbally in the order that they were received. If you also take verbal questions from in-person attendees

who raise their hands, bring the microphone over to them so their questions can be heard clearly in the room and online (and repeat the question, if necessary).

- After about 5 minutes (around 25 minutes total) thank the presenters and encourage attendees to follow-up with presenters in the Whova chat for the session if they have further comments or questions.
- If applicable, start the next presentation as per the agenda.

Repeat (c) to (e) for consecutive presentations.