

GUIDELINES FOR CHAIRING A SESSION

Guidelines for Chairing a Session will be available in every seminar room for chairs to rely on.

Prior to the session:

- The chair should review the presenters' abstracts and biographies in the conference programme app and prepare two to three questions in case audience discussion needs a catalyst.
- The chair should introduce him/herself to the presenters and obtain further information on their academic backgrounds and themes of their presentations, ask how they would like themselves to be introduced, and confirm the pronunciation of names.

10 minutes before the session:

- The chair should advise presenters of the time limit of the session:
 - Paper presentations: 20 minutes for the presentation + 10 minutes for discussion and questions
 - Workshops: 60 minutes for workshops, inclusive of audience participation
 - Symposia: 90 minutes, inclusive of maximum 60 minutes presentation + at least 30 minutes open discussion, to be moderated by the chairperson
- The chair should make sure presenters have any audio-visual presentations set up for projection, and contact an AV technician via Reception on the ground floor of the Windsor building in case of any problems.

During the session:

For chairs of recorded sessions:

- At the beginning of *each* presentation, the chair will remind all present that the session is being video recorded for dissemination on the EATAW 2017 website and conference app.
- The chair should inform audience members that while the video camera and microphone are focused on the speaker, anything they say may be audible in the recording and they may be visible if they move into the line of the camera.

For all sessions:

- At the beginning of each presentation in the session, the chair should introduce the speaker(s), moderate the session and make sure there will remain enough time for discussion and questions.
- Chairs will be given 5-minute, 2-minute and 1-minute cards to signal to the presenter(s), if needed, that time is running out.
- The chair has the authority to ask the presenter to stop the presentation if the presenter has exceeded the time limit provided.
- At the end of the session, the chair thanks the presenter(s) for their contribution to the conference.

Please note that the audience may move from one seminar room to another after each single 30-minute presentation session. The chair may wish, however, to make connections between papers which are thematically grouped for the benefit of delegates who have attended the entire panel.

After the session:

- Please return the wireless remote control and these guidelines to the folder on the table.