

Notes for Chairing Sessions at ICMT2014

The University of Southampton is strongly committed to fairness, inclusion and wellbeing in all aspects of engagement with academic work and we respectfully ask you to uphold these values throughout the conference.

These notes for session chairs are prepared in response to requests received for advice on chairing sessions. We acknowledge that, for many of you, chairing sessions will be a familiar role.

Where possible, meet the presenter before the session to introduce yourself, help put them at ease and ask if there are any particular requirements for the running of the session. In particular, for symposia and workshops, it is recommended that a format is agreed prior to the session.

For paper presentations

- start and finish the session on time; this is important for the smooth running of all sessions;
- briefly introduce the speaker and announce the title;
- if people come in late, help them to sit down without disturbing the session too much (a conference helper will be available in each session);
- for a 30-minute session, allow 20 minutes for the presenter, followed by discussion; give a 5-minute hand signal after 15 minutes and a one-minute finger signal after 19 minutes;
- for a one-hour session, allow 40 minutes for the presenter, followed by discussion; give a 10 minute hand signal after 30 minutes, 5-minute signal after 35 minutes and 1-minute signal after 39 minutes;
- of course, presenters may use less than the allocated time, but ensure they do not take more than the allocated time, as they will not receive useful feedback/discussion;
- organise the questions/discussion, if needed; i.e. make a (mental or written) list, in order, of people who want to question/comment; avoid one person over-riding the discussion;
- accommodate as many people as possible in the discussion, ensuring equity of access to the discussion;
- have a question (or two) ready to start the discussion in case the audience needs longer to think about their own questions;
- if the presenter is new to research reporting, help the audience to be supportive and to critique the presentation constructively and positively;
- at the end, thank the speaker, lead the audience in clapping their appreciation, and end on time!

Thank you.