

Notes for Chairs

ADVANCE PREP

1. Please familiarize with the presenters' bios and abstracts.

ON THE DAY - BEFORE PANEL STARTS

2. It is suggested that you (and all presenters) get to your allocated room 5-10 minutes before your session, if possible, and meet the presenters.
3. There will be a floor manager (either Smriti, Francesco, Maria or Paolo) in each room during the panels.
4. Room PC should be signed in and already operational when you arrive.
5. Presenters have been instructed to have their presentation files either on a memory stick to copy on the room PC's desktop; or on their own laptop/Macbook. The latter should be plugged to the HDMI connector on the control pad and use own adaptor if needed. Having all three presentations open and ready to use helps presenters' confidence and minimizes risks of technical issues.
6. Access to Internet for links and clips should be possible (best if presentations have them embedded, also to avoid ad breaks – e.g. on YouTube). If Internet becomes an issue, some presentations might have to continue without their clips.
7. Other technical requirements should be checked out before the session.

DURING PANEL

8. The most important thing when chairing a panel is keeping to time. As usual, running a conference smoothly depends on good timekeeping.
9. Panels are 90 mins long. This equals 20 mins per paper and 30 mins in total for Q&A. Variations possible, especially if only 2 presenters in the panel, but only within the 90 mins.
10. Welcome attendees to kick off, and remind them of stream and panel numbers so they can make sure it is the one they planned to attend. (1 minute)
11. Keep speakers' introductions short: name, affiliation and title of the presentation will suffice. At the end of each presentation, thank the speaker and move on to introduce the next one. (1 minute)
12. Have a clock/stopwatch/timer set up on your phone to keep an eye on the 20-minute limit.
13. It is a good idea to jot down some (brief) notes during the presentation.
14. There will be time-checking cards (5 minutes and 2 minutes/to conclusion) in each room: show them politely to the speakers when at 15 and 18 minutes into the presentation.
15. There may be some people coming in/out of the room during presentations. This is fine and sessions can just continue over this.
16. At the end of the third presentation, ask all three speakers to join you at the front of the room and open the floor to questions from the audience.
17. Keep an eye on raised hands; if there are many at the same time, try and remember who raised it first.
18. It's not common, but sometimes the room falls silent: that is when your notes will come in handy as you can chip in with your own question(s) to keep the debate going.
19. At around 5 minutes before the end of the session, announce that you will take the last couple of questions from the floor.
20. Thank the speakers and the floor with a round of applause. It's good to check what is coming immediately after your session (e.g. another session, a keynote, the AGM, a break), so you can remind people where they're going next before you call it a wrap.