

11th ISBAB – Instructions for Session Chairs

The main roles of *ISBAB* Session Chairs are to manage the sessions in terms of time, environment and professionalism. We thank you for agreeing to contribute to the success of the symposium in this important role.

General:

- As Chair, you are in charge of the room during the session; most sessions will have two Co-Chairs, and it will be up to you how you want to share the duties.
- There will be a technical assistant (student volunteer) to assist with technical aspects of the session (computer, projector, microphones and room lighting).

Before the session:

- Ensure that the assistant has all session presentations loaded onto the computer.
- Describe to your speakers the method you will use to notify them when they are nearing their time limit and how you will interrupt them if they have reached the end of their allotted time.

Starting the session

- Start the session on time.
- Use the microphone to formally announce the beginning of the session and briefly introduce both Co-Chairs to the audience. If you have not communicated with each speaker how you will notify them of time limits during their talks, you can use this time to do so.

During the session

- For each presentation, introduce the speaker, giving their affiliation and the title of their talk. Please refrain from lengthy introductions, as speakers' time is limited.
- Ensure each speaker has a functioning lapel microphone and laser pointer (which also functions as the slide changer); the technical assistant will be responsible for equipping each speaker with these items and retrieving them at the end of the talk.
- Time each talk; if required, politely interrupt the speaker at 20 minutes and explain that the sessions must be kept on time.
- Time for questions and/or discussion should be allowed to a total of 20 minutes per presentation.
- If there are no questions or comments from the audience, the session Co-Chair should have at least one general question ready for each speaker in order to facilitate discussion.

Potential problems

- If there are any issues with the room, computer or audio/visual equipment, inform a member of the Organizing Committee as soon as possible. We will attempt to have a person in every session. Spare laptops and projectors will be available.
- If a speaker fails to show, it is recommended to leave a void in the session. Avoid starting the next speaker early as delegates may be planning to move from one session to another at specific times.