How to successfully chair a session

The session chair has 3 roles:

1. Introducing the speakers

2. Keeping talks running on schedule

3. Moderate the question period (asking questions if there are none from the audience)

Tips for smoothly running a session:

\* Make sure in advance that all technical equipment is working: computer, laser-pointer...

\* Discuss with the speakers before the session which techniques you are going to use in

 order to keep them on time – for example:

- Hold up a big sign 5 minutes before the end with the number "5" written on it

- 1 minute before the ending time - program your phone to make a sound

- If the speaker doesn't finish on time even though you signaled to him/her approach

 him/her. As mentioned above, tell him/her in advance that in the unlikely event they go

 over time you are going to do it.

Introducing the speakers:

- Keep it short

- If there is more than one speaker, just introduce them by name. This is to avoid any bias in quality of introduction between the speakers.

- No need to say the title since it often changes

- It can be nice to ask the speakers a non-scientific question before (like "what did you want to be as a child?") and use it in the introduction

- Learn how to pronounce the speaker's name in advance

Question period:

- State how much time there is for questions and comments.

 - You can use your position to choose which audience members get to ask a question to promote your values (students vs. professors, etc.)

- If a discussion begins between speaker and a member of the audience, you moderate by saying for example: "Let's continue this offline since we want to hear from more people"