



Guidelines for Oral Session and Symposium Chairs

As Chair of the session, your primary role is to ensure that speakers are respectful of each other and keep to time. The guidelines provided below were developed with input from previous conferences and will help you chair a successful session. As symposium creators were given flexibility in the format of their session, not all the points below will be as relevant. However, we would like to keep each speaker to 15 minutes in symposium sessions as well when possible to facilitate going between sessions.

Before ISES-ISEE 2018

1. Review the final program so you are aware of the day and time of the session you are chairing. Notify us immediately at ises.isee.2018@gmail.com if you have a conflict.
2. Download the program app to your mobile device or bookmark the online program on your laptop so that you can refer to it when making introductions.
3. All parallel oral sessions have two chairs. The names of the chairs are in the program. Make sure you know the name of your co-chair.
4. Familiarize yourself with the names, affiliations, and abstracts of the presentations in your session.
5. Some of the sessions include ethics-related presentations or policy discussions and will be noted in the program.

For your session

6. Arrive 15 minutes prior to the start of the session. If your session is the first morning session after the plenary, please proceed directly from the plenary to the session room so that you arrive 5 minutes before the session.
7. For parallel oral sessions, plan to meet your co-chair at the speaker podium and determine who will welcome the audience. Co-chairs should also decide who will introduce which speakers. If one of the session chairs is a student or new researcher, we encourage her/him to lead the welcome and introductions.
8. To maximize the time available for presenters, please limit your welcome to stating the name of the session and session chairs; and limit speaker introductions to the name of each presenter (speaker affiliation and presentation title optional).
9. Determine if all the speakers are present, and if any are missing, please notify the room volunteer so that they can inform the conference secretariat, who will update the program app.
10. After introducing yourself to the speakers, please ensure you know the proper pronunciation of their names and have the correct affiliations and titles.
11. The room volunteer will show you where to locate the powerpoint presentations for your session. For parallel oral sessions, please be sure to have one chair open the next presentation while the other chair introduces the next speaker to ensure a smooth and time efficient transition between talks.
12. Speakers have a maximum time allotment of 15 minutes. This includes questions. Please keep time and notify speakers when they have 5 and 2 minutes remaining. Chairs should sit with the speakers in the front row of the audience so they are facing the presentation and can be seen by the speaker while keeping time.



13. If a speaker is missing, the chairs should move to the next presenter. Do not provide additional time to the remaining speakers. It is possible the speaker will still arrive late. If not, the extra 15 minutes at the end can be used for additional questions and discussion.
14. After 15 minutes, if the speaker has not finished, chairs must interrupt and state, that out of fairness and courtesy to the other speakers, the presentation must stop then.
15. If there is no time left for questions, the chairs should recommend that those in attendance save their questions for after the session. Any time remaining at the end can be used for questions or discussion.
16. Please repeat or rephrase questions if needed to ensure the speaker understands and everyone in the audience has heard the question.
17. At the conclusion of the session, please thank each of the speakers on behalf of the conference organizers and lead the audience in a round of applause.