Guidelines for session Chairs

Thank you for your contribution to the IAML annual congress programme. These guidelines are sent to all session Chairs. Please do your best to follow them to help make the congress a rewarding one for all participants. If you have any questions or difficulties with following the guidelines, please contact the Secretary General or the Programme Officer who will be happy to help.

Before the congress starts

Contact your speakers:

- to make sure that their titles and abstracts appear correctly in the programme.
- to check for any technical requirements additional to the standard provisions of: a PC or Mac running a recent version of MS PowerPoint connected to a data projector (beamer), a flying lead to connect a laptop to the data projector, an internet connection, audio and video playback from CD, DVD or computer file.
- to request information to use in your introductions, including name, affiliation and any information relevant to the presentation or the session.

Before the session starts

- Check in advance that all of your speakers are present.
- Make yourself available in the meeting room at least 20 minutes before the session is due to start to familiarize yourself and your speakers with the layout and operation of any equipment and microphones they intend to use.
- Audiovisual technicians will check each speaker's requirements before the session starts. Special technical requirements, if there are any, should have been provided to them in advance. Sometimes technicians ask for presentations to be supplied before the session to mount on their systems.
- Check with your speakers that you are able to pronounce their names, institutions, and any other words that might cause difficulty during your introduction.
- Any handouts that speakers have produced for distribution to the audience should be placed near to the entrance or entrances of the meeting room *before* the session starts.
- Ensure that presentations are delivered in the same order as in the congress programme.
- Remind each speaker of their time limit and let them know how you will signal that they are approaching their limit.

During the session

- Start the session on time irrespective of the size of the audience.
- Introduce yourself as the Chair of the session, together with your affiliation.
- Announce the session title and indicate any relationship between the papers.
- Make short introductions of each speaker before their presentation. Some speakers prefer to introduce themselves more fully after a very brief introduction by the Chair.
- Keep track of the elapsed time during each presentation and alert the speaker if they are about to run out of time.

- When tabletop or handheld microphones are being used, encourage speakers to follow good microphone technique by speaking over the top of the microphone rather than directly into it at close range. The technicians will make appropriate adjustments and the audience will be grateful for improved clarity.

- Ensure that the speaker is clearly audible to members of the audience and if necessary remind them of the need to speak slowly to aid comprehension by audience members who might be less familiar with the language.

- If a slide contains content that cannot easily be read by the audience ask the speaker to summarize.

- If there is time for questions ask questioners to identify themselves and if there is a roving microphone ask them to wait for it. If there is no roving microphone, repeat the question or ask the speaker to do so.

- Be prepared with one or two questions after each presentation in the event that there are none from the audience.

- Ensure the session finishes on time.