Guidelines for session chairs

Thank you for your contribution to the IAML Annual Congress programme. The Guidelines that follow are provided to all chairs, and we ask that you comply as fully as possible in order to ensure that the conference is a rewarding one for all attendees. If you have any questions or experience any difficulties in following the Guidelines, please do not hesitate to contact the Secretary General (secretary@iaml.info) or the Programme Committee Chair (programme@iaml.info) and we will be pleased to assist you.

1. Contact your speakers before the conference to make sure that the titles and abstracts are correctly cited in the programme, the audiovisual requirements are provided (see deadlines for each conference), and you have received biographical information upon which you will base your introduction before each paper.

2. Be available in the meeting room at least 20 minutes prior to the beginning of your session to familiarize yourself and the speakers with the equipment and the physical set up. Account for all speakers. Ensure that they have their visual materials in order and are familiar with the technology equipment and microphone(s) they plan to use.

3. The audiovisual technical staff will check with you prior to the session to make sure that they are aware of the needs of each speaker. This is just a precaution as this information is provided to them well in advance.

4. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.

5. Be sure that you can pronounce the speakers’ names.

6. If speakers have brought materials for distribution, they should be placed at the back of the room where the session is to be held so that audience members will pick them up as they enter the room, or other distribution arrangements should be made.

7. It is important to begin and end sessions on schedule.

8. When your session begins:
   a. Introduce yourself as Session Chair and give your affiliation.
   b. Announce the session/title, and offer a brief overview indicating how the papers are related.
c. For each talk, introduce the speaker, give their affiliation, and the title of their talk. The introduction should include some information about the speakers relevant to the sessions, such as their background, or how their talk fits into the scheme of the session or conference. Keep the introductions short.

9. During each presentation:
   a. Keep track of elapsed time during each presentation.
   b. Be sure that the speakers can be heard. If necessary, remind them to speak into the microphone, or to speak more slowly, as needed for best audience comprehension.
   c. If information on a slide is illegible, request that the speaker briefly summarize its content.
   d. During Q&A please request that those who wish to ask a question use the microphone (if one is available). Ask them to identify themselves. Repeat for the audience the questions that are asked without the benefit of a microphone or ensure that the speakers themselves repeat the questions.
   e. Be prepared to ask one or two questions after each presentation in the event that there are none from the audience.

(13 May 2015)