

Guidelines for Session Chairs

Thank you for agreeing to chair a paper session at the ATEE Annual Conference. The role of the chair is vital in ensuring that sessions run smoothly, on time and in a way that encourages lively and respectful discussion. Please read the following guidance carefully.

Structure of Sessions

- **Length:** Each session is **90 minutes**.
- **Format:** Normally, sessions include **three papers**. Each paper is allocated:
 - **20 minutes** for the presentation.
 - **10 minutes** for questions and answers.
- **Order:** Each paper is taken in sequence (presentation + Q&A), before moving on to the next presenter.

A very small number of sessions will include **two papers only**. In these cases, you may allow each presenter additional time for presentation/discussion or conclude the session earlier than scheduled. Please clarify this with presenters at the start of the session.

Chair Responsibilities

1. Before the Session

- **Please Arrive 10 minutes early** to meet presenters and check technical arrangements.
- **Introduce yourself** to presenters, confirm the running order, and remind them of the time limits (20 minutes presentation, 10 minutes Q&A).
- If there are only **two papers**, agree with presenters whether to allow a little extra time or to keep the same structure and finish early.

2. Opening the Session

- Welcome the audience and briefly introduce yourself.
- Outline the **session structure** (number of papers, timing Q&A after each paper).
- Emphasise that questions will be taken immediately after each paper, not at the very end.

3. Managing Each Paper

- **Introduce the presenter** (name and paper title).
- **Timekeeping:**
 - Please use the provided card to indicate when the presenter has **5 minutes left**.
 - Indicate clearly when their 20 minutes are up.
- **Facilitate Q&A:**
 - Invite questions from the audience, keeping the discussion respectful and inclusive.
 - Encourage concise questions and answers so multiple participants can engage.
 - If needed, please have one question ready yourself to get the discussion started.
- **Keep to time:** Ensure the paper and Q&A together do not exceed 30 minutes.

4. Special Circumstances (Two-Paper Sessions)

- If only two papers are scheduled, you may:
 - Allow presenters up to **25 minutes for their talk and 15 minutes for Q&A**.
 - Or, keep the usual timings and **finish early**.
- Let the presenters and audience know your decision at the start.

5. Closing the Session

- Thank all presenters and the audience for their participation.
- Remind attendees of the next conference events (if relevant).

General Tips for Chairs

- Keep an eye on time throughout
- Be encouraging and inclusive. Please acknowledge contributions from the floor and try to ensure no one voice dominates.
- Stay flexible - if technical issues or other disruptions occur, reassure the presenters and manage the time as fairly as possible. A contact telephone number for support staff will be available in each of the rooms used for presentations.