



Rules of play for chairs of sessions

EPC 2010

The chair of a session is in charge of the good conduct of that particular session during the conference. The following rules of play are meant to help the chair in carrying out this responsibility, and to ensure that all sessions are run in a comparable manner.

- 1.** It is advisable to inform authors of the session about its conduct (e.g. regarding the time available for presentations, structuring etc.) well in advance. Chairs are invited to contact the authors/presenters of contributions to the session at their earliest convenience, e.g. during registration, around the Opening Ceremony or the like. This early contact is helpful to get to know all presenters and to verify that the presenters are indeed present at the conference. Based on this information, the chair may then finalise the session roster, i.e. the number and order of presentations, and the time allotted to each presentation, discussion time etc.
- 2.** It is good policy for chairs to invite all presenters to come to the session room 15 minutes before the start of the program for last minute exchanges of information, and to get acquainted with the specific conference facilities in the room.
- 3.** Sessions should start and finish at the time which is indicated in the program. Note that waiting for a late presenter (or for more audience) implies a waste of time for everybody! Also note that sessions which run late, create problems elsewhere in the program (also for the technical support staff which may need to prepare the room for another session).
- 4.** Chairs may briefly (3 minutes maximum) introduce the topic of the session, but should refrain from extensive presentations. Practical information should be provided on:
 - the time available for the presentations (role of the discussant if any)
 - the procedure for discussion
 - the availability of hand-outs or other materials etc.
- 5.** Chairs should keep the time for all presentations. If 10 minutes are allowed for a presentation, this should indeed not be longer. It is good policy to give a 2-minute warning to a speaker to enable her/him to conclude the presentation. If time is up, then the chair should be strict and end the presentation!
- 6.** Chairs must ensure that sufficient time for discussion from the floor is available. Note that sessions are not only for presenters, but also for the audience. A lack of time for discussion from the floor is impolite to the audience.
- 7.** If a discussant is engaged to boost discussion, it is essential that she/he does not summarise the presentations. It is crucial in EAPS that authors are given the fullest possibility to present their materials themselves. Discussants should comment on the available

presentations and may add to the debate by linking the presentations to relevant other data, however, without monopolising the discussion with her/his own presentation.

8. At the end of the session, the chair thanks all participants as well as the supporting technical staff.

9. Chairs may be asked by the Organizing Committee to give their evaluation on the session.