GUIDELINES FOR ESRA 2017 SESSION CHAIRS

Please note that Pro Con Debate session chairs are requested to come to the session hall 10 minutes prior to the start time of their session to receive a briefing from the technician regarding the technological features taking place during the session.

Important note: To ensure maximum participation, at the start of each session, stand centrally on the stage and ask people to take their seats 2 minutes before the start, encouraging them to sit towards the center of the rows.

You should announce each speaker and supervise discussion from the center of the stage using your own microphone and sit in the armchairs available on the stage for session chairs during talks.

One minute before the first scheduled talk:
- You and your co-chair should introduce yourselves by name and affiliation.
- Announce the title of the session.
- Ask people to make their mobile devices silent and ask them not to take photos during the session, telling them that all slides that speakers are willing to share can be found on the ESRA Academy website.
- If the session you are chairing ends before a break:
  - On Wednesday, September 13th and Saturday, September 16th, please direct the participants to Room A & B foyer for the break
  - On Thursday, September 14th and Friday, September 15th, please direct the participants to the Exhibition Area for the break.

As a session chair, you are responsible for the time management of the presentations within your session hall:
- You are asked to be seated in the available seating located on the stage. A technician will be seated in the hall to assist with all technical issues during the session. The invited speakers of the session will be seated in the first row of the hall, and will make their way to the lectern when it is their time to present.
- You will be required to introduce the speaker and presentation title as indicated in the programme timetable or mobile app. We recommend using the app as it has the most updated information.
- It is essential to adhere to the scheduled start and end times of each talk. This is so that people can move from one room to another and find the talks as announced in the programme. Accordingly, warn your speakers in advance that they will be required to stay to time, stand and walk onto the stage when the talk is due to stop and discussion and questions to start and if the speaker is still speaking when the next speaker is due to start, ask them to stop and do not allow any questions. There will also be timers on stage to indicate the invited speakers’ allotted lecture time, and will tell them when they have exceeded their presentation time.
- Please make sure to check the mobile app or printed programme for the full session schedule. The time allotted for each speaker varies according to the session. Oral abstract presenters will have 10 minutes for presentation which include 8 minutes for their talk + 2 minutes for discussion.

- Discussion in your session:
  during the general discussion time of the session (if applicable, it is indicated in the programme as “Discussion”), we have advised the invited speakers to come sit on the stage to participate in the general discussion. You may also invite them on stage if there is a general discussion during your session.

Be prepared for the unexpected!
- If a speaker fails to attend the session, move to the next speaker. However, this will disrupt the timings – accordingly let things go slowly and try to get back towards scheduled times if possible.
- Please notify your technician immediately of AV equipment or other technical problems.