

## ECER Guidelines for Chairpersons

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### Guidelines for Chairpersons

Firstly, thank you for agreeing to be a chairperson. As a chairperson, you are one of our most valuable participants and we hope you will take the little extra time to read these guidelines so that you are familiar with what is to be done on the day and can then relax and enjoy the session you are chairing.

### *Things to do beforehand*

Check that the venue has not changed and that you know where it is. You can check the venue in Conftool or the online programme or the conference app (details below). For late changes, a programme update will be issued in the Conference Pack plus announcements pinned to the Conference Notice Board. Check that all equipment (PC, beamer) is in place. If there is a problem, please contact the EERA Desk or one of the volunteers.

a.) Checking in conftool.

Log on at conftool, click on "Show User Account Details" and scroll down. You will find a list of all sessions you are chairing.

b.) Checking in the online programme

Go to <http://www.eera-ecer.de/ecer-programmes/search-programmes/>

Type in your family name in the "Search Chairs" field and you will receive a list of sessions where you are scheduled as a chair.

### *Things to do during the session*

Check that all of the presenters are present. Introduce yourself to the presenters and agree with them in advance how much time will be allowed for their presentation and how much time for questions and discussion. New this year are the **Time Cards** (more information on these below), please show them to the presenters and explain that you will be holding them up as necessary. Please keep in mind that long introductions and discussions about how to proceed etc. will reduce the amount of time available to the presenters. If the session room is very big, please do encourage the participants to all come together at the front of the room.

If unfortunately some presenters fail to turn up to the session, please agree with the audience and other speakers how the extra time should be used (it may involve an earlier finish, a break, or allowing longer for each speaker). Try to ensure that each speaker is given the same amount of time for the presentation and discussion of their paper.

If it is a paper session, it is preferable that questions and discussion take place immediately after each presentation since the conference runs parallel sessions and some delegates will wish to change rooms between presentations.

### **Time Cards**

As you know, it is very important to keep to the allotted time. **Please be firm when reminding speakers to stop.** In order to assist you in helping the presenters keep to the allotted time, you will find a Time Card on the front table of the session room. This is a two-sided time card, one side is green with the information "5 Minutes" and the other side is red with the information "2 Minutes". Please hold these up as necessary.

Thank the presenters at the end and encourage those who wish to engage the speakers in lengthy discussion to do so over coffee.

### *Things to do after the session*

Please complete the **Session Return Slip** (to be found and left in the blue folder).

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**New at ECER 2016: The Session Return Slips have been simplified** so that they no longer include any ranking of session quality. We will only be asking for information on which presentations were presented and the number of session participants and would very much appreciate your help in gathering this important and useful information.

Make sure that any equipment is left in a manner which prevents accidents. If you have time, check the room for lost property and hand anything in to the EERA Desk. Important: Please leave the completed Session Return Slip in the folder on the chairperson's table.

**Thank you!**