Guidelines for Session Chairs

Please consult the conference website to view the time and location of the session that you are chairing.

It is possible to download a copy of the conference programme, conference timetable and a list of oral presentations from the conference website:
https://www.universityofgalway.ie/iseh-iceph/programme/

There will be a dedicated Audio/Visual technician on site for the duration of the conference and a volunteer will be assigned to each venue to assist the chair in that venue.

Before the Session

To keep your workload to the minimum, there are two co-chairs in each session. Please feel free to introduce each other and agree on the schedule to share the role. If there is only one chair available, this chair needs to chair the whole session.

Please familiarize yourself with the location and layout of the venue for your session. If possible, arrive at the meeting room prior to the session and familiarize yourself with the controls for lights, microphones and AV equipment. If you encounter problems, you should immediately alert the Conference Manager (at Conference Registration Desk) and/or the AV technician.

The duration of an ordinary oral presentation during the parallel sessions is 12 minutes followed by 3 minutes for questions and discussion. The presentation schedule should be strictly enforced by each Session Chair.

Plenary speakers: 25 minutes (+5 minutes Q&A)
Speakers (including invited speakers) in a session: 12 minutes (+3 minutes Q&A)

Each presentation venue will have a sound system and PC with Microsoft PowerPoint software, linked to a data projector.

Delegates will not be allowed to present from their own laptop or Apple Mac.

Oral presenters are required to be at their presentation venue at least 15 minutes before their session starts. Presenters should introduce themselves to their Session Chair in the presentation venue before the session begins. Please complete a roll call to confirm that all of your presenters are present before the session begins.

During the Session

At the start of the session, we recommend that you briefly introduce yourself and explain the timing system to the audience.

Please inform the audience of fire exit in case of emergency!

Please start the session on time - announce the first abstract and introduce the presenting author. Make a note of the start time of each presentation. Please monitor the timing of each speaker closely, remind them they have only 2 minutes of speaking-time left if they show no sign of concluding their presentation. Remember to leave enough time for questions. We will provide with you two warning sheets, one showing "**2 mins**." and the other "**0 min**.".

It is recommended that the Chair will have at least one general question ready for each speaker in order to help get the discussion off the ground.

If a paper has been withdrawn or a speaker does not appear, please call on the next speaker in the session to speak.

It is essential that each session run on time, as the schedule is extremely tight and there is not extra time built into the agenda for the sessions to run late.

Closing the Session

Closing - conclude the session with a short summary of the content of the session, acknowledge the speakers and announce the starting time for the next sessions.