NATIONAL MEETING of the SWEDISH CHEMICAL SOCIETY
Lund, 17-20 June 2018

Information for session chairs, SCS2018

Thank you for chairing a session during SCS2018!

The role of the session chair is to make the presenters feel comfortable and ensure that each session runs smoothly and on time. To your aid, there will be one helper (in a purple t-shirt) who is familiar with the electronic equipment and will help the speakers setup their presentations.

Technology

The helper will bring a laser pointer to the lecture hall. The acoustics are good enough so that most people can speak without microphones, but there is both a headset and a microphone available. The helper knows how they work. They will also ensure water is available to the speaker.

Each lecture hall is equipped with a windows PC onto which the helpers can upload presentations in .ppt format from a USB. The presenters are asked to do this during the break preceding the session. There is also an HDMI and a VGA port for people bringing their own computers.

Before the session

Arrive at the lecture hall in good time to allow yourself to familiarize with the room.

Introduce yourself to the presenters and explain your role so they know how to look at you for cues.

During the session

At the designated time, introduce yourself, your role as chair of the session, and the title of the session. Then, introduce the first presenter. For each presentation, introduce the speaker with name and affiliation followed by the title of the talk.

After each presentation concludes, pass the questions. During the questions, the next presenter will prepare. The helper will start the new presentation no later than one minute before the next talk is scheduled to start.

Time. In addition to catering to a good atmosphere, the role of the chair is to keep the schedule. Since there are seven parallel sessions, each presentation must start and end at the designated time. Presentations exceeding the time limit prevent the audience from moving between sessions in a timely manner.

Use the clock in the lecture hall to keep time.

> *Each presenter has:*
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> Keynote 40 min, 30 + 10 min for questions.
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> Lecture 15 min, 10 + 5 min for questions.

After the session.

Thank the presenters and the audience for their attention and conclude the session.

Some general advice

- Place yourself so that the presenter can see you.
- It is good practice to prepare a question if no-one in the audience has one.
- When the presenter has two minutes left of the talk, give them a discrete cue.
- When the time is up, you can for instance stand up. This is a reasonably polite way to pressure a speaker into rapidly concluding his or her talk.
- It's important that people can move between sessions. If a speaker goes over the allotted 10 minutes by ~ three minutes, you can interrupt by thanking the speaker and ask the audience for one question to allow for the next speaker to get ready and people to change lecture hall.
- Do not start the next speaker earlier than the scheduled time if a speaker does not show up.