



Guidelines for Session Chairs

Thank you for agreeing to chair a session during the upcoming SHARP conference in Antwerp. To assist you in your task we have prepared the following general guidelines. We hope that both you and the audience will enjoy the experience.

When you arrive at the conference you will be given a package for each session that you will chair. That package will contain the speakers' names, the titles and abstracts of all papers to be presented in the session, and the biographical information that authors provided when they submitted paper proposals. We have also prepared Guidelines for Speakers which have been sent to them in advance, and we have attached those guidelines for your information.

Timing

Please begin the session on time according to the schedule in the conference program. Since registrants may wish to move from one session to another it is important that the timing of sessions be adhered to, and that papers be presented in the order in which they are listed in the program. When we planned the original program agenda, we attempted to schedule sessions with a minimum conflict of topics. Nonetheless, since the rooms where the papers will be presented are in close proximity to each other, session-hopping is likely to occur. To allow delegates to attend papers from different panels within the same time slot, we ask you not to rearrange this order without good reasons.

Time Limits

Speakers have been advised to respect the time limits for their papers. Within reason, chairs are expected to enforce these limits. To assist you, we will include cue cards in your session package showing "5 Minutes," "2 Minutes," "1 Minute," and "Time Is Up." Your session packages will be included in your personal conference bag, which can be collected at the conference registration desk (Building K, foyer).

Introductions

When you begin the session please introduce yourself and then the speakers in turn. It is your choice whether you introduce all speakers in the session at the beginning or introduce each speaker before he or she speaks.

Student Assistants

Antwerp University master students and PhD students have been hired to trouble-shoot in each of the conference sessions. They will introduce themselves to you before the session begins and will be on hand to assist, particularly if there are difficulties with audio-visual aids.

Audio-Visual Aids

Speakers have been advised about audio-visual facilities and presentations (see Speaker Guidelines). Hopefully, all speakers will arrive prepared so that their presentations will proceed smoothly. The student assistants will be available to help resolve any problems that arise.

Technology

Every presentation room has internet access (wireless, and ethernet cable for presenters) and contains a pc or laptop and a projector and screen for those who wish to use Powerpoint. We have asked presenters to use the technology available, since it saves time (i.e., so that there is no need to switch between presentations). Should they insist on presenting from their own laptop/device, they have to test this at least 15 minutes before their time slot begins). Please inform them again that the conference organizers cannot guarantee the compatibility between their device and the available technology. All presenters should have a backup plan (e.g. presentation on a stick in a readable format, hand-outs, etc.).

Question/Discussion Period

While you may allow a few questions after each paper, we recommend that most questions / discussion be left to the end of the session. This will allow all speakers to present their papers within their time limits. In addition, it will allow the audience to draw connections between the papers. If a member of the audience (or a speaker) tends to dominate the discussion, do not be afraid to intervene. The best sessions are often those where discussion involves both speakers and audience members. If initially there are no questions from the audience, be prepared to stimulate discussion with your own question(s).

Conclusion of the Session

At the conclusion of the time period for the session, please thank each of the speakers and the audience.

Thank you once again for taking on this responsibility.

Enjoy the conference,

The SHARP 2014 team