

Guidelines for Chairs

The chair of an oral session holds a key position in making the programme run as smoothly as possible. The chair is considered an expert in his or her field and therefore is very important in supporting the speakers as well as giving the participants a good session. These guidelines are to help you before, during and after the session you are chairing.

BEFORE YOUR SESSION

- See abstracts and session descriptions in the online programme under each session. [Find the online programme here](#)
- Please arrive in the room of your session at least 10 minutes before it starts.
- Presenters will upload their presentation in the session room (must have been done beforehand)
- A technician / assistant will be present in the room checking that all devices and audio equipment operate as planned. The technician can assist you in any technical question you may have.
- Prepare some possible questions for the presenters in case no one from the audience will ask a question.

DURING YOUR SESSION

- Effective time management is essential for the success of sessions at EORS2024. Some session rooms are located near each other, and some are even in the break areas. To avoid disturbing other sessions, it's crucial that all sessions start and finish on time.
- See [presentation instructions here](#) with presentation duration here
- Please remind the speakers of the time limit of their presentation.
- Please ask the speakers to speak slowly and clearly for the sake of non native English speakers.
- If a presentation cannot be given or if a presenter does not appear (no-show), please fill out the remaining time with questions or start a discussion.
- Discussion: Take charge of the discussion period.
 - The chair of the session will look for questions from the audience. We recommend that the chairs coordinate and share the task with each other so that one is looking for questions and the other chair is looking for questions in the meeting room.

AFTER YOUR SESSION

- Please inform the secretariat if the presenter does not show or if the presenter does not show but a co-author has presented.