UNIVERSIDAD DE MURCIA

SSLW 2010: Crossing disciplinary boundaries
University of Murcia, Murcia (Spain), 20-22 May

Information for Session Chairs

Here are the responsibilities of a session chair:

- Arrive at the room at least 10 minutes before the session.
- When you arrive, make sure that the room is in order and that the projector is working properly. (Even if it is not, do not turn off the projector, as it may take a while to get it restarted. If you have any questions, ask a Symposium assistant for help.)
- Identify and meet all the session presenters. Ask if they need any assistance with handouts, timekeeping, etc.
- Help the presenters distribute handouts as needed.
- If there is a missing presenter, please do not allow the next presenter to start early; it is important that each presenter use the scheduled time only.
- At the scheduled time, please announce the name(s) and the institutional affiliation(s) of the presenter(s) and the title of the presentation. Since the time for presentation is limited, please do not attempt to provide any additional information.
- Monitor the time and let the presenter know after 15 minutes that there are only 5 minutes left by showing a paper with 5 written on it. If necessary, also let the presenter know when there are 2 minutes left in the same way. If the presenter runs over time, the question time will have to be reduced accordingly, but please try to avoid this happening.
- If the presenter requests, it is appropriate for the session chair to moderate questions. Session chairs can ask a question or two, especially if no one else is waiting for their turn, but please do not attempt to provide a response or present your perspective, or dominate the conversation.