

PSN 2018: Session Chair guidance notes

Thank you for agreeing to be a Session Chair at PSN 2018. The Session Chair supports the conference's speakers, handles all the exchanges with the audience and ensures the smooth management of the session through keeping the overall programme on schedule. We hope that the following guidance notes will be helpful and will assist in maintaining consistency between Chairs and across sessions.

Arrival

- Please arrive in good time at the session room in order to greet the speakers.
- Remind each speaker of the time limits that apply and describe the method you will use to alert them during the presentation itself when they are getting close to, and then reaching, their limit.

Announcements

- At the start of the session, welcome the audience, introduce yourself and the session's speakers to the audience and announce the title of the session.
- Prior to each presentation, state the title of the paper along with the speaker's name and affiliation: details can be found in the conference programme.
- In the case of co-authored papers, name all authors and identify who will be speaking.
- After question and answer/discussion (see below) close the session with some summary remarks and thank both speakers and delegates.

Session format

- Timings of sessions are as follows:
 - Individual papers: up to 30 minutes, followed by 10 minutes of discussion.
 - Special sessions: approximately 80 minutes in total, including discussion.
 - Research reports: up to 10 minutes, followed by 20 minutes of discussion. Research reports will have two respondents, to ensure strong feedback to the researchers, most of whom are PhD candidates.
- For the timings of your own session, please refer to the conference timetable.
- It is essential that each paper in your allocated session starts and ends on time so that delegates can participate in the parallel sessions of their choice.
- For the same reason, if a presenter fails to appear at the scheduled time, an impromptu break should take place. Papers should not be re-scheduled within the session.

Question and answer

- As Session Chair, you will co-ordinate the question and answer period following each presentation. Please stay within the allotted timeframe. It is the Chair's job to field questions from the audience.

Set-up

- Each Session Chair will be given a table and a chair on the stage or at the front of the room.
- Please help speakers get ready for their presentation.
- There will be at least one NMH host to assist with practicalities.

Technical

- Hi-fi, projector and Windows PC computers are provided, although speakers may prefer to use their own laptops. In such cases MAC users have been told that they should bring an appropriate VGA adaptor or use the HDMI cable provided. During the Registration and breaks, delegates should test their equipment in their designated rooms.
- If there are technical problems, the NMH hosts may be able to help, and if they cannot, they will contact technical support immediately.
- NMH does not provide security in the conference rooms and recommends that items of value, including computers, are not left unattended.

Fire evacuation and security procedures

- Fire evacuation and security procedures are displayed at various points throughout the venues. All escape routes must be kept clear. Please note them for your own safety and in case of needing to direct others to safety.