



Chairing Guidelines

Thank you for agreeing to chair a session at the Meta Together conference. Hopefully, this experience will build your skill set and give you confidence to chair sessions at external conferences. The conference administration team will be there to assist you on the day. There will be a table set up near the stage. Please sit with the conference admin person throughout your session.

Beginning the session

- Arrive at the presentation room ten minutes before your session starts. Check that you know how to operate the microphone.
- Check to see that presentations for all speakers are in the desktop folder for that session and that they are in order.
- Turn on the holding slide
- One minute before start time, go onto the stage
- At start time, welcome everyone to the session of the conference, remind them that they can pose questions for speakers in the Slack channel.
- Introduce the first speaker.

Tip: The day prior to your session, review program for speakers and their presentation titles. Check with them if you are unsure about the pronunciation.

Managing speakers

Please note: Speakers know that they must stick to the time they have been allocated. They have been told that you will keep them to time. If they are going over, don't feel bad for interrupting them!

- Start timing each speaker the moment that you introduce them. If there are issues with getting presentations to load, that counts as part of their speaking time. Do not wait for issues to be resolved before you start timing.
- When there is one minute left of their allocated time, get up on stage and stand to the side. This is the speaker's signal that they are out of time.
- When their time is up, go stand next to them at the lectern while they wrap up. Give them seconds of you standing there before you interrupt with "thank you, NAME, for that interesting talk."
- If there is time left in the speaker's allocated slot, seek questions from the audience and from the Slack channel (instructions below).
- Remind all audience members that they can continue to ask questions in the Slack and that the speaker will answer those questions throughout the conference.

The audio-visual situation

- Speakers should have given their presentations to the conference administration team prior to the session. Some speakers may choose to run off of USB.
- A high resolution web camera will be set up on a tripod in front of the lectern, as well as the microphone. Given the conference is being streamed live, it is important to remain at the lectern while you chair. Please don't walk about the stage.
- There will be a laptop on the lectern that will show the slides with the speaker's name and presentation title. Please face forward looking at the laptop if you need to reference this. Turning around to face the screen put your back towards the audience, makes it difficult for you to be heard, and is a bad experience for all involved. Alternatively you can read from the conference program.