



GUIDANCE FOR CHAIRING SESSIONS AT ICASP 2023

All sessions at ICASP14 will have 2 session chairs. The Conference Organisers would like to thank you for agreeing to perform these critical roles in the delivery of smooth, on-schedule sessions, with proper introductions and time for questions where appropriate. We hope the information below will help you prepare.

Technical Information

Each session room is equipped with the required AudioVisual equipment including laptops/computers running Windows, Microsoft Office, and a wired Internet connection. A technician will be on hand in the building to assist with any AV requirements should they arise.

Presentation Details

All presentations are assigned 15 minutes in total. Ideally, this should include 12 minutes for the presentation, and 3 minutes for questions/discussion.

In addition, please note the following:

- All presenters are required to provide their presentation (PowerPoint or PDF) on a hard drive (usb type a).
- Presenters must adhere to the schedule, and work with the session chairs to ensure that their presentation goes smoothly and ends on time.
- In the interest of fairness, it is very important that presenters do not run over time as this takes time from other presenters.

Before the session

- Consult the Conference Programme [here](#) in order to familiarise yourself with your session agenda (presenters and presentation titles). Please note this programme is subject to change, so please check again the week before the conference.
- Please prepare one question for each presenter in case the audience does not have any questions after the presentation.



At the session

- Please arrive 15-20 minutes prior to the session to meet with your presenters and co-chair and familiarise yourself with the operation of the room.
- Please ensure your presenters sit in the reserved front row.
- At the start of the session, introduce yourself and the session theme and make any necessary announcements i.e. how many presenters that session will have and the format for the session.
- Ensure all presenters are aware of their format and timing and that they will be cut off when their time is up as presenters who go over time will significantly impact upon the timing of the whole session
- Keep track of the presentation time and do not let an individual presenter use more than their allotted time (maximum 12 minutes plus 3 minute Q&A).
- Please note a “1 minute remaining” warning sign will be available in the room for you to show to presenters.
- Moderating questions and answers.
- Promote discussion as time allows. As session chair, we ask you to help us promote a culture that ensures the Conference is a safe and inclusive experience for all.
- At the conclusion of the final presentation, thank all presenters and attendees formally.