

## **DH Conferences: Guidelines for Session Chairs**

*Here are some brief guidelines for session chairs. Thank you for helping to make DH a successful conference by reading and following them.*

Sessions of submitted papers consist of three 30-minute presentations which have been placed in the same session by the PC. Some sessions are panels which are normally chaired by the proposer.

Chairs should make themselves known to the speakers well before the session starts.

A local support person should be available for technical support, also to check that there is enough water etc.

The presentations are made in the order that they appear in the programme.

Presenters should be introduced briefly by name and affiliation.

Presenters are asked to speak for 20 minutes and then take questions for 10 minutes.

The session chair will hold up 5-minute and 1-minute sheets when the presenter is nearing the end of the allotted time. If s/he runs over the allotted time, there will be less time for questions.

It is very important to keep to time and start the session promptly.

If a session unavoidably starts a few minutes late, each presenter should be allowed the full 30 minutes.

It is normal to take questions at the end of each paper rather than at the end of the entire session.

If a paper (and its questions) finishes early, please wait until the full 30 minutes are up in case people want to move into the room for the next paper.

Hopefully, no-shows will have been dealt with before the actual session, by amendments to the programme. If the first or second paper is a no-show, the chair has discretion whether to finish early or leave a gap. Finishing early is preferable but it depends to some extent on the topic and the topics of other parallel sessions.

The chair needs to be prepared to ask some questions if there are very few or none.

Don't forget to thank everybody at the end.

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