

## Guidelines for chairs

Thank you for agreeing to chair a session at cAIR. We are relying on you to ensure the session begins/ends on time, the speakers are comfortable, and the discussion is productive. Please read the following guidelines and tell us if you have a question.

- Bring a watch or mobile phone and make sure it is showing the correct local time.
- Meet the speakers 15 minutes before the start of the session. They should have tested the equipment (software, beamer, sound) at 8:00 on the same day. Make sure they are comfortable with the situation and equipment.
- Start the session exactly on time, regardless of the number of people in the audience.
- For keynotes, introduce the speaker (about 2 minutes in English). Prepare a short biography in advance from the internet. Focus on activities relevant to cAIR.
- For parallel sessions, just read out the title and authors' names. There is no time for an introduction; audience members will find biographies in the conference handbook.
- Make sure the presentation stops on time, i.e. 40 minutes after the scheduled start for international keynotes, 30 for local keynotes, and 20 for submitted talks. The support team will give you signs saying 10/5/1 minutes to go and stop. Sit in the front row in the line of sight of the presenter and hold up the sign until the speaker sees it. If the speaker does not stop, stand up and look serious!
- If there is a significant delay beyond the speaker's control, ask the organizers to find a timeslot for a repeat of the talk.
- Stand up to moderate the question session. Use hand gestures to indicate who should speak next. If no-one has a question, ask a question that you have prepared yourself. If a questioner or the speaker speaks for more than about 30 seconds, politely cut her/him short. If several people want to ask a question, favor those who raised their hands first, are sitting near the back, or do not usually ask questions. If there are too many questions, announce the last three questions in advance.
- Make sure that the discussion stops on time, which is 3-5 minutes before the start of the next event - *even if the next event is a break, a canceled talk, or the end of the day, and even if the discussion is bubbling and there are many interesting questions*. Because the conference program is so full, we cannot afford to delay it for any reason. Besides, audience members may have arranged to meet someone or go to another talk. They will be too polite to leave or complain. Speakers, audiences and organizers will all be grateful if you make sure the conference stays on schedule.
- Two members of the support team will be in your room throughout each presentation. One will help with technical problems, the other with any other problems. Do not hesitate to ask them for help of any kind. If there is a problem, stay in the room and let a support team member leave the room to solve it.