



Chairing Guidelines

Thank you for agreeing to act as Chair for this session. We very much appreciate the contribution of Chairs to the smooth running of the conference. If at any point you have any difficulties please don't hesitate to contact a member of the BSA events team.

We have provided some guidelines to aid with chairing your session.

- Please check the location and time of your session, this information is available in your conference programme or on the BSA website. We also ask that you check for any late changes on the message board for any last minute withdrawals.
- Please arrive five minutes before the start of the session to allow for introductions to presenters, confirming the order and timing of presentations.
- Ensure speakers load their PowerPoint presentations before the session starts.
- Each paper has been allocated 30 minutes. Presenters have been asked to prepare to speak for 20 minutes and allow 10 minutes for questions/discussion.
- Indicate to presenters when they have 5 minutes remaining of their presenting time and when their time has run out. Cards will be provided in session rooms.
- It is suggested questions take place at the end of each presentation and that you have a question or two prepared to ask each speaker, if the audience is not offering any questions.
- Where panels or general discussions are taking place we ask that you act as a moderator to ensure the session does not overrun.
- Adjourn the session in sufficient time to allow the room to be cleared for the participants of the next session to arrive on time.

N.B. should you no longer be able to chair your allocated session we kindly ask that you arrange for another person to take your place, if this is not possible please contact a member of the BSA Events team or the organising committee.