Session Chair's Guidelines

The duties of the **Session Chair** include the following:

1. Arrive at the session 5–10 minutes before it begins.
    - Identify the paper presenters and discussants in advance, and introduce yourself.
    - Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.
    - When time has expired, you must firmly but politely bring the presentation to a close.
    - **Remember that sessions must end on time and the last person in the session has the right to just as much time as the first person**.

2. At the start of the session
    - Introduce yourself to the audience.
    - Remind everyone to turn off cell phones or set them to silent, not vibrate.
    - Announce the session/title.
    - Offer a **brief** overview indicating how the papers are related.

3. Prior to each presentation
    - Announce the paper's title, authors' names and their affiliations.
    - Identify the individual who will be speaking if it is someone other than the first author.

4. During the presentations
    - Enforce time limits **strictly** so that no author (or audience member) monopolizes someone else's time.
        - Paper presentations each have **20 minutes.**
        - Discussants have **10 minutes.**
    - Hold up the time-remaining signs (5 minutes, 3 minutes and 1 minute) to alert the speaker as to the minutes left.

5. Once each presentation is complete (paper presentation and discussant's presentation)
    - Use the remainder of the **30 minute** time limit (per paper) for informal discussion with the audience and session participants.
    - Field questions from the audience.

6. Try to conduct the session as informally as possible (e.g., use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.