

Guidance for Chairs

Thank you for serving as a Chair at our annual meeting. We've put together the following guidance about expectations for session Chairs.

Prior to start

- Please remind presenters at your session that you will be enforcing the time of talks and let them know how you plan to signal your time keeping (for example, whether you will hold up a note for them to see or verbally remind them of their time limits).
- If there is AV equipment in your room, please remind your presenters to use the microphone. Even if a presenter believes they are speaking loudly, or the room is smaller in size, it is important to use the microphones so that the audience members can hear clearly, particularly any that may be hearing impaired.
- Please determine how panelists would like to be introduced and ensure you refer to all panelists equally. (For example, studies show it is more common for women to be referred to by their first names.) We recommend asking your panel to agree to how everyone will be addressed before the beginning of the session.

Expectations for Chairs

- Begin the session on time and announce any changes from the program at the beginning of the session. Kindly remind the audience to silence their cell phones or other devices.
- Introduce participants and ensure they keep to time.
- When moderating the Q&A, be sure to call on a diverse group of questioners.
- We are relying on chairs to ensure professionalism and appropriate behavior. If you feel inappropriate comments are being made by anyone, please intercede. If there are any incidents of inappropriate behavior, please inform Amanda Perry at execdirector@nacbs.org.
- If there is no microphone available for the audience during the Q&A session, please repeat the question into the microphone prior to the participant's response.
- If panelists use technical jargon or foreign language terms or phrases that all session attendees are not likely to understand, please ask them to define or translate the relevant terminology.
- End the session on time.

Time keeping

- Keeping control of time is important as we want to ensure each person on the panel has an equal opportunity to present their paper. To that end, please make sure that panelists speak for no longer than their allotted time (15 or 20 minutes). We recommend having a five-minute warning, a one-minute warning, and a "time is up" sign for you to use. Chairs should sit with the speakers at the front table, or near the speakers in the front row, so that you can ensure you are able to communicate with the speakers while they're presenting.