## SRHE Annual International Research Conference 2022
## Chairing Guidelines

**5 – 9 December 2022, online**

As we approach the annual SRHE International Conference we would like to share some best practice regarding chairing online events. These guidelines are designed to support and help you navigate managing academic exchanges in an online space, as well as provide guidance for those who may be new to chairing.

Please note that every session will have tech support provided by a member of the SRHE team or a staff member from NomadIT, and that you as chair will not be expected to provide this.

### Before the Session

- **Familiarity with Zoom:** at this year's virtual conference, all panel presentations will take place on Zoom. While a staff member from the SRHE team/Nomad IT will be on hand, it is useful to have some knowledge regarding basic troubleshooting (how to share a screen, how to use the 'raise hand' feature, etc.) so that you can direct attendees and panellists. If you are not very familiar with Zoom and would like some guidance, please register for our free pre-conference practice session for chairs on **18 Nov 2022**: click here to view. We can make a recording of this session available if you are interested but unable to attend.

- **When to join:** Zoom rooms will be open approximately 15 minutes in advance of the advertised start time of the panel. Please come along during this time to introduce yourself and panellists to each other, while SRHE/Nomad IT help to test audio, video.

- **Quick chat with panellists:** Let the panellists know the order of presentations, how you will introduce them, and how you will signal remaining time during their presentations. This is also a good time to check that there are no distracting noises around any presenters.

- **Names & pronouns:** Ensure you are correctly pronouncing names and are using correct pronouns. Use gender neutral language throughout if pronouns are unknown to you.

### During the Session

- **Time & structure:** Begin the session by letting participants know the structure and timings of the panel session. During panel sessions, paper presentations are to be made consecutively with Q&A time taken after everyone has spoken. **It is essential to adhere to the scheduled times** so that conference delegates do not miss out when they plan to attend specific papers, and so that we are able to record presentations accurately.

- **Microphones & cameras:** Please remind everyone that only the presenter(s) speaking should have their microphone on. Ensure participants know how, when, or if they are welcome to turn on their cameras and microphones.

- **Q&A:** Let participants know how to ask questions: they can type in the chat or use the "raise hand" reaction. Please make sure they only turn on their microphone, camera, or both when called on by the chair (avoid asking those who have written their questions in the chat to speak it instead). It is up to the chair to monitor the various modes of interaction participants have, so do let us know if you may need support doing this.

- **Steering the discussion**: Make sure you can take notes as you will need to generate and guide discussion during the time allocated after the presentations for Q&A with the attendees. It is very helpful if you are able to make connections across the papers presented, and/or are prepared to bring each panellist into the discussion. The audience may need some time to gather their thoughts before the discussion or Q&A, so it is very helpful if you are prepared to ask the first question or two. This is also a good way to encourage participation.

- **Timing:** Keep each presenter to time, and do not be afraid to stop a speaker who runs out of their allotted time. This ensures every presenter is afforded the same level of courtesy and respect, and avoids creating any issues for presenters with other commitments taking place throughout the conference week.

## Ending the Session

- **Closing remarks:** Closing the session by bringing together the multiple strands of presenters' work, and incorporating the most interesting aspects of the discussion, is an excellent way to make clear the insights the panel and discussion has generated.

- **After the session**: Zoom rooms will remain open even after the scheduled panel time has concluded – we have adopted this approach to ensure that presenters benefit from as much engagement as possible with their work. However, you are not required to continue chairing the discussion once the advertised panel time has ended, and presenters will be aware of this. Should presenters/attendees wish to continue their discussion beyond the panel time, please note to the attendees that the panel has formally concluded, and their continued participation is entirely optional.

- **Save chat function**: You or other participants may wish to save a copy of the questions and comments shared in the chat. To do so, you can find the 'save chat' function by clicking on the three dots which appear to the right of the 'to' field when the chat box is open. This saves a copy of the Zoom chat locally to your device.
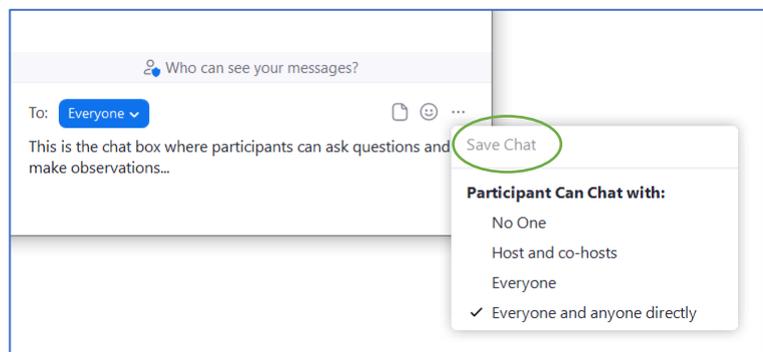


*Figure 1: 'Save chat' function in Zoom*

- **What's next:** Before thanking speakers and attendees, it would be wonderful if you could signpost the next session on the program, or where similarly themed panels are taking place.