

2023 SRHE Conference, 6th- 8th December 2023

Chairing Guidelines

SRHE would like to thank all Chairs for their most valuable contribution to the conference.

As we approach the 2023 SRHE International Conference we would like to share some best practice regarding chairing conference sessions. These guidelines are designed to support and help you navigate managing academic exchanges, as well as provide guidance for those who may be new to chairing.

All meeting rooms will have a data projector, PC, PowerPoint facilities, and internet. There will be staff near all rooms if there are any problem with any of the equipment.

Please read the following:

- Make yourself familiar with the session you will be Chairing.
- Check that all presenters have arrived.
- A short introduction of the presenter and institution can be announced at the beginning of each paper.
- Paper presenters have been grouped into panel sessions of 2-3 presentations, organised by overlapping research interests, methods, or subject areas. Individual presenters have each been allocated **20 minutes** for their paper followed by **10 minutes** for Q&A.
- Ensure that each speaker is given the same amount of time for the presentation and discussion of their paper.
- Ensure presenters begin and end on time. and please be firm when reminding speakers to stop. You will have warning cards for when there is 5mins/2mins remaining.
- If a paper presenter withdraws at the last minute, please keep to the schedule of the papers and try to avoid starting the next paper earlier. Attendees may choose to stay in the room and chat or join another parallel session.
- Close the session by bringing together the multiple strands of presenters' work and incorporating the most interesting aspects of the discussion.
- 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.
- Thank the presenters at the end and encourage those who wish to engage the speakers in lengthy discussion to do so over the coffee break.