

2023 SRHE Conference, 4th 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 tips 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 staff member from NomadIT, and that you as Chair will not be expected to provide this.

Before the Session

- **Conference platform:** Oxford Abstracts is the software we are using to manage our online conference, and all sessions on Monday 4th December will be run using Zoom. While a staff member from the 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.) Some brief Zoom tips are available [here](#) to help you get the most out of the sessions.
- **When to join:** Zoom rooms will be open approximately 10 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 Nomad IT help to test audio, video.
- **Presentations format:** 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.
- **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.

During the Session

- **Time & structure:** Begin the session by letting participants know the structure and timings of the panel session. During panel sessions, each paper has been allocated **20 minutes** for presentation followed by **10 minutes** for Q&A. **It is essential to adhere to the scheduled times and order.**

- **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.
- **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. 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.

Ending the Session

- **Closing remarks:** Close the session by bringing together the multiple strands of presenters’ work and incorporating the most interesting aspects of the discussion.
- **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.