

2024 SRHE Conference, 4th- 6th December 2024

Chairing Guidelines

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

As we approach the 2024 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.

The Society is committed to protecting and promoting free speech and believes that a culture of free, open and robust discussion can be achieved only if all members engage critically but courteously, peacefully and respectfully with each other. For further guidance, please visit this link [Free Speech and Academic Freedom at the University of Nottingham - The University of Nottingham](#).

Please note that all meeting rooms will have a data projector, PC, PowerPoint facilities, sound 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, where possible 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 one topic, idea or a view begins to dominate, the Chair must take control. A number of tactics can be employed to achieve this, eg, suggesting a further meeting to discuss the issue at a later date or that those concerned could continue the discussion at the end of the session. Sometimes it will be necessary to move things forward to the next question.

- If a paper presenter withdraws at the last minute, the Chair can either choose to proceed to the next presentation and start the next paper earlier than scheduled or keep to the schedule of the papers. 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.

Thank you again. We are extremely grateful to our Chairs for giving their time to this process; this is essential to maintaining the high quality which distinguishes the SRHE conference.