

Advice for Session Chairs

- Position microphone on the speaker well (towards screen)
 - Make sure to clip it as high as possible.
 - Clip it on the side toward the screen, so when the speaker turns to point he/she is still speaking into the mike.
- Make sure the speaker knows where the pointer / clicker is and how to use it
- You are responsible for making the session run on time
 - Tell the speaker what time signals (e.g. 3 minute warning) you will give, and give them
 - Signal when time is up.
 - Next, stand up and approach podium
 - As a last resort, interrupt
- You are responsible for moderating questions
 - **Have a question ready for every talk.** This will get things going. Yes, you need to do this even for very, very bad talks.
- In a room with acoustic issues, get speaker to repeat questions
 - You want people in the back of the room to know what question the speaker is answering
- Show enthusiasm for talks; remember to have the audience thank the speakers