

## Guideline for Session Chairs

The conference sessions are divided into three main categories:

- i. Keynote/Plenary sessions
- ii. Parallel sessions
- iii. Poster sessions

Session Chairs are pivotal to the running of a smooth and timely conference. They are also key to determining the main outcomes for post-conference assessment and publications. This position is offered to leading academics and experts in the field based on prior assessment of the conference committee.

Activities before the session:

1. You are kindly expected to check the Conference Schedule and be clear about the exact date, time, venue and room of the session that you are chairing.
2. Please also read the Guidelines for Authors and Guidelines for Audience/Participants to avoid any communication gap.
3. Your main role is to encourage the presenters to share their knowledge on the topic and encourage the participants to have an intellectual discussion on the subject. Where appropriate, we also invite you to share your own knowledge, research, experience, and observations.
4. We also invite you to note any critical issues raised during presentations and discussions at your sessions, to contribute to the post-conference report.
5. We kindly invite you to read in advance the session descriptions and Extended Abstracts/Discussion Papers of all the presenters in the session that you are chairing.
6. Please be available in your designated room at least 15 minutes before the commencement of your session. Acquaint yourself with the workings of the lights, computer, projector, etc. There will also be room leads from the conference team to help with these arrangements. Please contact the reception desk if you face any problem.
7. Announce that the total time allocated for the session is 60 minutes, with 45 minutes for presentations and 15 minutes for discussion. Depending on whether three or four presentations are in the session, each speaker should be allocated 12-15 minutes and

4-5 minutes for Question and Answer. It is up to you to make a decision whether to take questions for each presentation after the main talks or have a combined 15-minute discussion at the end.

8. You may decide and announce the method you will use to notify the presenters when they are nearing their presentation time limit and how you will interrupt them if they have reached the end of their allocated time. If however, all time has expired for that speaker, it is acceptable to ask the audience to discuss issues with that speaker after the end of the session.
9. It is up to you as the session Chair to ensure that ALL speakers receive their allotted time and that the audience has the opportunity for their questions and comments.

#### Activities during the session:

1. Please briefly introduce yourself as Chair and welcome the participants to your session.
2. Ensure that each participant starts on time and ends on time. It is the responsibility of the Session Chair that the session finishes on time.
3. While inviting participant(s) to present a paper, announce their full name(s), affiliation and the title of the paper. You may refer to the Conference Programme for this purpose.
4. As an expert, we also encourage you to share your views, reflections and observations on the paper as per the time available.
5. Since ethical issues are highly controversial in the conference field, we encourage Session Chairs to avoid any diversion from the main discussions unless there is potential for novelty and contribution to overall conference debates.
6. Session Chairs are encouraged to prepare questions in order to encourage the audience when opening up Q&A and discussion.

#### Activities after the session:

1. Please kindly complete your Session Chair's Report on the same day and email to conference conveners. This report should include:
  - i. Any feedback on presentations.
  - ii. Any feedback on session arrangements.

- iii. Any critical questions raised during your session, which have potential to contribute to post-conference publications.

Your contributions as a Session Chair will be acknowledged in the printed conference material and the website. You may also be invited by the Conference Committee to contribute to potential post-conference publications.