

Guideline for Session Chairs

The conference sessions are briefly divided into four main categories:

1. Keynote sessions
2. Special policy sessions
3. Parallel sessions
4. LIS Poster session

Session Chairs have pivotal role in running a smooth and timely management of conference presentations, and 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. Chairs are expected to contribute significantly to overall conference discussions.

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 very briefly.
4. We also invite you to record any critical issues raised during presentations and discussions at your Sessions, to contribute to the post-conference report. A session rapporteur will also be assigned for this task. Please kindly cooperate with them to submit a brief session report afterwards. You may be contacted again after the conference for further contributions into the report.
5. We kindly invite you to read in advance and session descriptions and expended abstracts of all the presenters in the session that you are chairing. Your prior knowledge on papers will certainly help you to have a meaningful discussion. These information will be made available to you 1-2 weeks before the conference.
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. There will normally be additional volunteers to assist you in recording any critical issues raised in the session for post conference assessment and publications. Please also discuss any relevant issues with them to produce an efficient session report at the end.
8. Ensure that the participants in your session list as presenters/speakers are present in the room.
9. Announce that the total time allocated for session is **80 minutes** with **50 minutes** for presentations and **30 minutes** for discussion. Depending on whether three or four presentations in the session, each speaker should be allocated **15-16 minutes** or **12-13 minutes** respectively for their main talks and **7-10 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 **30-minute** discussion at the end.
10. 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 and of the session. 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 and welcome the participants to your session. Announce that you shall be chairing this 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. Encourage Questions & Answers, discussions, comments and interaction among the participants given the time limit.
5. As an expert, we also encourage you to share your views, reflections and observations on the paper as per the time available.
6. Since ethical issues are highly controversial in the conference field, we encourage Session Chairs to avoid any diversion from the main discussions for this reason unless there is potential for novelty and contribution to overall conference debates.
7. Session Chairs are encouraged to prepare questions in order to encourage the audience when opening up Q&A and discussion.

Please follow the following time frames for the 80 minutes allocated for each session:

- 2 minutes for introductions
- If there are four presentations: 12/13 minutes for each talk and 7-8 minutes for Q&A
If there are three presentations: 15/16 minutes for each talk and 9-10 minutes for Q&A

or

- 2 minutes for introductions
- If there are four presentations: 12/13 minutes for each talk
If there are three presentations: 15/16 minutes for each talk
- 30 minutes allocated for combined discussion

Activities after the session:

Please kindly complete your Session Chair's Report on the same day and email to conference conveners. Please note that the session rapporteur will also be supporting you with further notes. This report should include:

1. Any feedback on presentations
2. Any feedback on session arrangements
3. Any critical questions raised during your session, that has potential to contribute in 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 the potential post-conference publications.