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

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