



## Suggestions for Session Chairs at ICED17

Dear Sessions Chairs,

First of all, a big thank you to you for agreeing to chair a session at ICED17.

As you will have probably experienced yourself at conferences, the Sessions Chair plays a major role in shaping a constructive and interesting session. We appreciate this important role you perform in making your session a success for both presenters and audience.

There are two types of sessions at ICED17 – please double-check which type of session you are chairing. For both sessions, please stick to the schedule especially regarding presentation times and order of presenters as members of the audience may be switching between sessions (see ‘organizing your session’).

Podium Session	Discussion Session
<p>Podium sessions are sessions where each presentation is followed by a short discussion.</p> <ul style="list-style-type: none"><li>• Podium sessions at ICED17 normally consist of 5 papers each</li><li>• Podium sessions have a total duration of 90 minutes, i.e. 18 minutes per presenter.</li><li>• Each presenter is given 12 minutes for presenting their findings, followed by 6 minutes of discussion (including changeover to and introduction of the next presenter).</li></ul>	<p>Discussion Sessions are sessions where all presentations are given back-to-back, followed by a joint discussion.</p> <ul style="list-style-type: none"><li>• Discussion sessions at ICED17 normally consist of 4 papers each</li><li>• Discussion sessions have a total duration of 60 minutes, consisting of 5 minutes introduction, 28 minutes presentation, and 27 minutes discussion.</li><li>• Each presenter is given 7 minutes including changeover time, followed directly by the next presenter.</li><li>• After 28 minutes of back-to-back presentations, a joint discussion of all 4 papers takes place until the end of the session.</li></ul>

Based on our experience of recent conferences, these are our recommendations to session chairs:

### Before the session

- Familiarise yourself with the content of the session by reading the papers and biographies of the presenters.
- Prepare open questions for each paper (Podium Session), or 3-4 open questions for discussion sessions to facilitate a constructive dialogue and “activate” the audience.

### Engaging the presenters

- You are welcome to reach out to the presenters ahead of time regarding your session. Remind them of the type of session, and that you will have to be particularly strict ensuring exact timing of the session.
- All presenters will be asked to meet you in the session room 15 minutes before the start of the session. If you contact them you might remind them of this.
- Make sure that you collect all presentations on the presentation computer prior to the start of the session.



### Day of your session

- The day of your session, double check the notice board regarding any last minute changes (e.g. absence of presenters, room changes)
- Arrive at the room at least 15 minute ahead of scheduled start of the session to meet presenters and to familiarize yourself with and test the equipment. Resolve any last-minute issues with the technical assistant in the room.
- You will find the “Reviewer Favourites” documents in your room (when applicable, noted in the programme).
- Make sure presenters have transferred their presentations via USB to the presentation computer.
- Establish your “ground rules” with the presenters regarding reminders for the approaching end of their presentation time. We suggest a 5 minute and 1 minute reminder.

### Opening the session

- At the beginning of the session, formally welcome the presenters and the audience.
- Briefly introduce yourself (name and affiliation).
- Briefly explain the type of session and your timing rules.
- Set the tone for a constructive, critical and caring discussion.
- Inform the audience of any last-minute changes, e.g. a missing presenter.
- You have 5 minutes for the opening statement.

### Organizing your session

- It is important that you stick to the schedule. That means you need to start “on the dot” with the presentations, as well as stick to the allocated presentation times.
- This is particularly important for podium sessions, as members of the audience may be switching between sessions for particular presentations.
- For the same reason, do not switch the order of presenters.
- If a presenter is missing, fill their time slot with discussion or a short break in order to maintain the overall schedule of the session. Do not “move up” the following speakers, as audience members will then not be able to switch between sessions.

### Managing presentations

- Briefly introduce the presenter. This will take time away from their presentation, so keep it very short, well below 1 minute. Use the available biography for each presenter.
- Welcome the presenter and hand-over the presentation to them after the introduction.
- Strictly enforce the timing, according to the “ground rules” previously established with the presenters.

### Managing the discussion – general points

- A well-run discussion adds significant value to your session. Some audiences need encouragement, while some other audiences may need “reigning in”.
- Similarly, some presenters are well capable of dealing with more aggressive and critical comments, while for others their presentation may be the first experience of the Design Society community. **We encourage you to facilitate a constructive, critical, but also caring, discussion and clearly communicate that expectation to the audience.**



- Encourage audience members to asking short, precise questions, instead of using the discussion time to give their own impromptu speech. You are in charge of the session, including the management of single members of the audience if that becomes necessary.
- Again, please ensure strict adherence to the schedule during discussions.

#### **Discussions during Podium Sessions**

- After each presentation thank the speaker with a positive statement, then invite questions from the audience; be prepared to offer a question yourself if the audience is slow to respond.

#### **Discussions during Discussion Sessions**

- Questions in Discussion Sessions are supposed to give all speakers an opportunity to answer from their particular point of view.
- We encourage you to prepare several “themes” of questions or lines of questioning to the audience that you prepared ahead of time. Encourage the audience to add their own themes. Past experience has shown that this helps you to better time the discussion time, and to ensure that all (or most) of the themes raised by you and the audience are discussed.
- If some presenters are more vocal than others, you may want to actively manage everyone’s participation.

#### **Closing the Session**

- Close the session by thanking the audience and presenters.
- Hand out Reviewer Favourite awards to speakers (where applicable).
- You can briefly summarize your key take-aways, including all presentations.
- Briefly mention the next item on the conference agenda to the audience, e.g. a break, and when the next session or activity starts.