



## INSTRUCTIONS FOR SESSION CHAIRS

**You will receive training/guidance from Speakeasy (ILAS platform host) 7-10 days before the event.**

### Before the Session

- Ensure you are familiar with the presenters and abstracts before the session.
- Make sure you arrive online at least 10 minutes before the session is due to start.
- Each chair will be provided with a host key for their Zoom room, please enter this key code to claim host of your session to ensure you have full control of the room.
- A Speakeasy technician will be available to assist should the need arise.
- Check that all speakers are present and have their presentations ready to share at their allocated presenting time.
- Ensure each presenter is aware of their allocated timeslot and the running order for the session.

### During the Session

- Ask audience to mute audio (and video if preferred).
- Introduce yourself, the session and your first speaker.
- Keep track of timings:
  - Verbally remind the speaker 3 minutes before the end of the time slot (5 mins before for 30 min keynote/plenary presentations).
  - Remind again during the last 60 seconds of their allotted time.
- There should be time for 1 or 2 questions at the end of each presentation -make sure the slot doesn't run over by keeping the Q&A tightly controlled. Q&A can be run via the Zoom chat function or by asking attendees to make use of the raise hand function.
- In the case of a no-show, don't move the other talks forward as people rely on the published timings.
- Thank your presenters.

If you have any questions please contact [cath@ailu.org.uk](mailto:cath@ailu.org.uk)

**THANK YOU**