

Guidelines for Session Chairs

Thank you very much for acting as a Session Chair during LTRC 2010. This important role helps to support the conference presenters, ensure the smooth management of the session and keep the overall programme on schedule.

The role of the Session Chair varies slightly depending on whether you are chairing a **Research Paper Session** or a **Works-in-Progress Session**. The specific role and responsibilities for each of these are explained in more detail below.

1 Research Paper Session

At LTRC 2010 there are both plenary and parallel Research Paper sessions. All plenary sessions take place in the Auditorium of West Road Concert Hall. Parallel sessions take place on Thursday and Friday in the Auditorium and Lecture Room 2 of the West Road Concert Hall, and in the Ground Floor G-R06/07 Seminar Room of the Faculty of English next door. If you are responsible for Chairing a session, please make sure you go to the correct venue and arrive in good time.

As Session Chair you are responsible for:

- helping presenters get ready for their presentation (technical help will be on hand, if required)
- ensuring your allocated session starts on time
- helping to distribute a presenter's handouts, if necessary
- introducing each presenter in your session
- ensuring a presenter keeps to the agreed timings, i.e. a 20-minute presentation followed by 10 minutes for questions/answers ('time-to-go' signs are provided in each room to help you with this); **please note that keeping to time is especially important with parallel sessions**
- co-ordinating the question/answer slot following a presentation
- ending the presentation session on time.

2 Works-in-Progress Session

The Works-in-Progress Session is scheduled on **Thursday 15 April, from 2.25 to 3.40 pm**. It will take place across 3 separate rooms: Lecture Room 1, Lecture Room 4 and Lecture Room 5; all of these are located in the West Road Concert Hall venue.

Each WiP presenter will be allocated a small table and chairs, able to seat up to 7 people including presenter(s). Tables will be labelled in advance with presenter name and abstract title. There will be a maximum of 20 WiP presenters, i.e. 6 or 7 tables in each of the 3 lecture rooms. As far as possible, presenters will be grouped in each room according to topic/theme. Names and abstract titles will also be listed on the Lecture Room door.

As Session Chair you are responsible for:

- assisting presenters get settled at their tables (e.g. please ensure there are no trailing laptop leads between tables which could cause a trip hazard)
- starting the WiP Session on time at 2.25 pm (by ringing the small bell provided)
- ringing the bell once at intervals of about 15-20 minutes to indicate that people can move on to another WiP, i.e. at 2.40 pm, at 3.00 pm, at 3.20 pm (this means people can attend 4 WiPs, with 5 minutes allowed for movement between WiPs)
- ringing the bell once more at 3.40 pm to close the WiP Session on time.

Many thanks for your assistance with the above.

10 minutes

5 minutes

2 minutes

1 minute

STOP