

GUIDELINES FOR CESS 2016 SESSION CHAIRS

Before the Session

- CESS 2016 will be an intensive conference, with 3-5 high-quality contributed papers presented at each session. Normal sessions, including questions and discussion time, will last 60 minutes each.
- **Kindly read in advance the Abstracts of all the speakers** of the session you are chairing. Most of the abstracts are available online on the detailed CESS2016 website [Conference of European Statistics Stakeholders, Budapest, 20-21 October 2016](#).
- **If you wish to contact the speakers of your session** before the conference, please contact the session organizer or the [CESS 2016 secretariat](#) for contact details.
- **Think about a general introduction to the session.**
- Based on the content of the abstracts, **think about some questions beforehand to be asked** at the end of the session in case no one has any.
- You may wish to **announce the method you will use to notify** the speakers when they are 2 minutes from the end of their presentation and how you will interrupt them if they have reached the end of their allotted time.
- **Check the Conference schedule** and be clear about the exact date, time, venue and room of the session that you are chairing.
- Please be available in your designated room at least 10 minutes prior to the beginning of your session. If the previous session has not finished on time, be prepared to terminate it politely.

Conference assistance

- **Conference assistants**, as well as **representatives of the HCSO** are available to help you out with any technical issues, including microphones/speakers, PC/beamers, remote controls/devices for moving forward/backwards in the slide set etc.
- Please use part of the 10 minutes of preparation to make sure, together with the conference assistant, that all presentations for your session are available on the PC of the conference room - and that they also can be opened/displayed. This also enables you to check the last slide.
- Given the 60-minute time allocation of your session, it is important that you make every effort to have the session start on time.

During the Session

- Ensure that all the speakers in your session are present in the room.
- You, as a session chair, have a key role in **making the session make sense** to the audience. You should start the session with a brief discourse: Briefly introduce yourself, welcome the participants to your session and announce that you will be chairing this session. Continue with the introduction to the session: a short, very factual, 1-minute address, stating the topic of the session, the paper titles and the names/titles/affiliations of the authors.

- Announce the time allotted to each paper (defined in advance by the session organiser). Inform everyone that questions will be taken at the end of the session, together with a discussion.
- Remind the speakers **to silence or switch off their mobile phones**.
- Make any announcements that you have been given by the program representative.

Launching each presentation

- If a speaker isn't present at the beginning of the session, it's your prerogative as a session chair to reallocate the time to other speakers.
- While inviting participants to present a paper, introduce them very briefly: announce their full names, affiliation and the title of the paper (more or less for the time that it takes to load their slides on-screen), to allow them to get going with their presentation. For fairness, the time allocated to each speaker will start from the moment the first slide is displayed on-screen.
- Ensure that each participant starts on time and ends on time. You should warn the presenters when they are 2-minute near the end of their talk.
- Please contact the conference assistants immediately if you face any problem.
- Each speaker should stick to the time allocated to her/him. To be fair to the other speakers, you must however be prepared to terminate a presentation if a speaker goes beyond their allocated time.
- As soon as 1 minute of the time allocated to the speaker is left, please tell the speaker "last slide" (unless (s)he is already on that slide; this you will know if you've already checked out the PPT presentations; see above). If the speaker, following your prompt, fails to put on the last slide, do not hesitate to insist until your prompt is acknowledged. You can say: "Unfortunately, your presentation time is now up. Thank you for your presentation."

After each presentation

- Make sure to have each presenter acknowledged with a round of applause after her/his presentation.
- Close the session with a summary or closing remark.
- Do what is necessary to ensure that the next speaker is in front of the microphone, with her/his slide set loaded and launched.
- Please note that there is no questions/answer session after each presentation; instead, there is a common Q&A block at the end of your session, to be shared between all papers.

"No shows" and late arrivals

- **If a speaker isn't present at the beginning of the session**, you can reallocate her/his presentation time to the other speakers in the session. This could be done implicitly, by e.g. giving the "last slide" instruction one minute later, thus extending the presentation time by 1 minute for each speaker. If a lively dialogue is expected (or if you, as the chair, have a set of questions; one for each speaker) the original time limit could still be imposed for each speaker, but the Q&A block could be extended.
- **If the speaker shows up late**, and you've already "given away" part of her/his time allotment, we suggest that you launch the presentation, but with a clear instruction concerning the time limits (e.g. if 4

minutes have been given away, the remaining speaking time is only 6 minutes for the late speaker). Here, the “last slide” device will be very helpful, because in this way, the speaker will have at least a sporting chance to sum up the key “take-home message” in 60 seconds, even if the preceding part is heavily compressed.

Discussion and Questions and Answers (Q&A)

- After the last presentation, the rest of your session will consist of a Q&A block, covering all topics.
- If there is a discussant part in your session, introduce the discussant very briefly: announce her/his full name, and affiliation. At the beginning of the Q&A block, ask those posing questions to identify themselves and speak audibly so the audience can hear the questions as well as the replies.
- As an expert, you may share your views, reflections, observations and comments on the presentation as per the time available.
- To maintain the schedule, it may be necessary to suggest that the discussion be continued in private, once the session has ended.
- If there are no questions from the floor to each speaker, you, as a session chair, should prepare (obviously to the extent that your specialty matches the presentations) one question from you for each of the speakers.
- If questions turn into lengthy monologues, you are encouraged to intervene by saying something like: *“Thank you, but this appears to be more a comment than a question – do you have a quick question you would like to ask the speakers?”*

Closing the session

- If time permits, a **small summary remark** from you as a chair on the presentations would be most welcome. In any event, you are strongly encouraged to acknowledge the contribution of all speakers by finishing your session with a round of applause.
- Just as you have the right to start your session on time **you must respect the following session by ending your session on time**. The principal buffer for achieving this is the Q&A session, which has to be cut short if needed.

Do you have to cancel? – IMMEDIATE ACTION NEEDED!

Given the central role of session chairs, it is extremely important that all sessions have one. In case you're unable to come to Budapest to chair your session, immediately inform the CESS 2016 secretariat. In case you know of a colleague who is going to CESS and would be appropriate to serve as session chair in your stead, please do not hesitate to propose this to the secretariat.