

## Instructions for Session Chairs

It is our great pleasure to welcome you as a Session Chair at AAEE 2023 in Sea World, Gold Coast. The Session Chairs have been allocated to the program, which can be found in the following link: <https://easychair.org/smart-program/AAEE2023/>.

The conference has two presentation modes:

- Standard presentation (15 minutes)
- Short presentation (5 minutes)

### Role of the Session Chair

The Session chairs responsibilities are to:

- 1) be at the session 20 minutes early to greet the presenters and make sure that everyone is available.
- 2) make sure that all PowerPoints/PDFs are ready and able to be run.
- 3) manage the session (the running order of the talks and dealing with other issues that arise such as A/V issues etc.).
- 4) briefly introduce each speaker before each talk.
- 5) make sure that the time limits are **strictly** adhered to. (No time in schedule for overruns).
- 6) indicate the person who will ask the question and moderate the questions. If there are no questions from the floor then it is generally expected that the Session Chair will ask some questions. (This can be an ice-breaker to start other questions flowing).

### Standard presentation (15 minutes)

The overall time slot for each presentation is **15 minutes**, that means 10 to 12 minutes for the presentation, and 3 to 5 minutes for the Q&A and speaker transition.

#### Arrive early

Please arrive at the session room at least **20 minutes** before the start of the session to meet the presenters and ensure that the presentations are available and ready to upload. Presenters must upload their presentation beforehand, there is no computer available in the session room. Prior to the presentation, please ensure that the presenters check their PowerPoint/PDF presentations especially checking that the videos and audios work as expected.

#### Introduce each speaker

During the session, very briefly introduce each speaker. If the speaker has any problems during the presentation, please assist them as needed. If necessary, seek assistance from one of the conference organisers.

## **Audience questions**

After the presentation, use the remaining time up to the allocated 15-minute time slot to moderate questions for the presenter from the audience. If no one from the audience has questions and there is time available, we encourage you to ask some questions as presenters will appreciate it.

If questions go beyond the 15-minute slot, inform the audience that the Q&A period has ended, suggest the audience to continue the discussion during the breaks, and introduce the next presenter.

## **Enforce the 15-minute time limit**

To provide each speaker with an equal opportunity to present their work and ensure that the session runs on schedule, we ask that you **enforce the time limit**. You may encourage authors to stay within the time limit by providing a **2-minute** warning to each speaker at the **8-minute** mark or another suitable interval before the end of the speaker's 15-minute time slot. You may wish to stand up at the **11-minute** mark (1 minute maximum remaining).

As presentation sessions have 6 presentations allocated for 1.5 hrs duration, **do not** allow a speaker to go beyond 15 minutes. If they reach the 15-minute mark in their presentation, politely ask them to stop and forego any questions from the audience. Discuss the importance of the time limit with the speakers before the start of the session.

## **Papers without a presenter**

Occasionally, a presenter will be absent from the session. If this occurs in your session, we ask that you **NOT** move to the next paper. Instead, announce a **15-minute break**. This will allow other attendees to attend the following papers in your session according to the published program. If the no-show paper is second to last in the session, at the session chair's discretion the last paper may be moved up and presented in the no-show paper's time slot.

## **Session form**

After the session, please fill out the session report form. This is an online form and you will receive the link by email. Please record and report any no-shows (i.e., papers for which an author was not present to make the presentation).

## **Short presentation (5 minutes)**

The overall time slot for each presentation is **5 minutes**. Presentations will be delivered continuously, with approximately 9 to 10 presentations per session. After the last presentation, a Q&A and a panel discussion will be facilitated and moderated by the Session Chair for about 45 to 50 minutes. Presenters are welcome to bring any supporting material (i.e., posters, printed documents, etc.) to facilitate the discussion.

## **Arrive early**

Please arrive to the session room at least **20 minutes** before the start of the session to meet the presenters and ensure that the presentations are available and ready. Presenters must upload their presentation beforehand, there is no computer available in the session room. Prior to the presentation, please ensure

that the presenters check their PowerPoint/PDF presentations especially checking that the videos and audios work as expected.

### **Introduce each speaker**

During the session, briefly introduce each speaker. If the speaker has any problems during the presentation, please assist them as needed. If necessary, seek assistance from one of the conference organisers.

### **Audience questions**

At the start of the session, encourage attendees to prepare questions from all presentations. Do not allow questions after each of the presentations since questions will be held after all the presenters have presented their talks. After the last presentation, moderate and facilitate questions and discussions from the audience. Suggest some questions to the audience and presenters so that the session becomes interactive and dynamic. It is crucial for the Session Chair of the Short presentations to be actively engaged with the discussion and encourage the audience to interact and participate. There 9 to 10 presentations in these 1.5 hrs sessions, so there are 40 to 45 minutes allocated to the discussion.

### **Enforce the 5-minute time limit**

To provide each speaker with an equal opportunity to present their work and ensure that the session runs on schedule, we ask that you **enforce the time limit**. However, as this session is not constrained by the presentation time, if a speaker extends, ensure does not exceed more than 2 extra minutes.

### **Papers without a presenter**

Occasionally, a presenter is absent from the session. If this occurs in your session, we ask that you move to the next paper to maintain the flow of continuous presentations.

### **Session form**

After the session, please fill out the session report form. This is an online form and you will receive the link by email. Please record and report any no-shows (i.e., papers for which an author was not present to make the presentation).