

Instructions for chairs of parallel sessions

Please make sure that sessions start and end on time. Speakers are allocated 28 minutes total (usually 20 minutes for the talk and 8 for questions), with 2 minutes for transition to the next speaker.

If possible, please have the speakers' test their laptops before the whole session starts. It would be good to avoid technical problems during transitions.

You should have 3 cards to show the speaker when they are reaching the end of the talk. (15 minutes elapsed, 5 minutes remaining; 18 minutes elapsed, 2 minutes remaining; 20 minutes elapsed, stop). These cards ("5 min", "2 min", "stop" will be in the room.

Guidelines for questions. Please try to make the questions constructive and inclusive:

- 1) One question per question (a second question can be asked if the person goes to the bottom of the list).
- 2) Questions don't need to be asked in the order the hands were noticed. It is good to mix up the questions from different genders, students/faculty, senior/junior, etc. The moderator has control over who asks the next question and the quality of the discussion. Use it.
- 3) If there isn't much time DON'T use hand/finger; if time is really short, ask several people to ask their questions before answers.
- 4) Moderators should be prepared to interrupt the questioner to press for a question, if they go on a long time. Moderators should also feel free to cut someone off if they are being rude/aggressive/disrespectful. One can just say, "Let's move on to the next question..."
- 5) It is often good to ask questioners to state their name before asking their question, so people who have shared interests in the session can follow up and so people can refer back to questions that have been asked. Either do it for everyone or not at all (ask even famous people to do it) so that people who don't know the name of the famous person don't look/feel marginal.
- 6) If speakers are going on at length and there is a long queue, suggest that the speaker follow up with questioner after the session.