

## Instructions for Session Chairs – LPM 2018

### Before the event

- Make sure you familiarise yourself with the presentations in your session, as well as the day/time/room of your session
- Check out the abstracts in the programme book.
- Check that the presentations are loaded on the room computer or that the presenter has a suitable laptop or memory stick to load – use the student helper (orange t-shirt) to assist with AV & loading presentations
- Familiarise yourself with fire exits etc.

### During your Session

- Introduce the speakers briefly
- Keep an eye on the programme for Student speakers and remind the audience that they are able to vote for them in the Award for Outstanding Student Presentations
- Don't forget to vote for students in your own session if you think they are eligible

### Invited Speakers

Please make sure to **present each Invited Speaker with their gift** after the presentation of each Invited Speaker in your session.

These gifts (LPM2018 “Quaichs”) should be available in each room and labelled with the name of the speaker, the room and the day (e.g. Tuesday PM)

### Timing

- Make sure you arrive in the room at least 10 minutes before the session is due to start.
- Make sure you know who the student helper is (wearing an orange t-shirt).
- Be aware of late changes, the page on your desk should show the speakers and timings for the room on each day
- Keep an eye on the overall timing of your session. Note that invited speakers have 10 mins longer than ordinary speakers. Ordinary speakers have 20 mins, Invited speakers 30 mins – the timeslot includes questions **if they finish 5 mins** before the end of their time
- Make sure each presenter keeps to time. Use the yellow and red cards to warn speakers that they are nearing the end of the time for their talk. Yellow card = 3 mins remaining, Red Card = 1 min remaining
- Don't allow questions after the talk if time overruns and the schedule is running late.
- If someone in the schedule cancels or does not appear please **do not move the next speaker forward as people might be expecting to hear them at the allotted time**. You can use this time for informal discussion or extended Q & A or advise people that there will be a break until the next speaker slot