

**Session chairs:** You will introduce speakers and moderate questions for your assigned session. Your session will have a host who will start the zoom meeting.

You should arrive at least 10 minutes before the session you are chairing starts: presenters are required to be there 10 minutes before the session begins to introduce themselves to you and to check everything runs smoothly. Please remind them of the allotted time for their talks and the running order for the session.

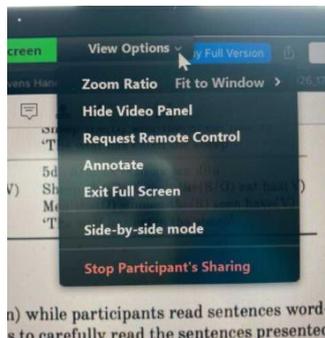
Please ensure that your camera is on during the session, when introducing speakers and fielding questions. Please ask Presenters to turn on their camera when presenting.

Every session is slightly longer than is required for the allotted talks. This is to allow for possible technical difficulties and any increased change-over time that may not arise at an in-person event.

You can find the allotted talk times [here](#). Here is some further guidance on how to execute your role.

**Missing a presenter?** If a presenter has not arrived, skip to the next one and assign the late presenter a slot later in the session.

**Finishing on time.** You should encourage presenters to finish their talk on time and will need to cut them off if needed. If question time is exceeding the allotted time, you will need to ask them to take the conversation to the networking session. In Zoom, you can message the speaker directly to tell them they have, say, 3 minutes left, or just turn your microphone on and give them a gentle reminder. If you need to terminate their talk, click on View Options -> Stop Participant's Sharing:



**Field questions from delegates.** Please remind delegates to ask questions over the chat functionality. As is typical, please identify questions from the chat to put to the presenter. In advance, try to think of one or two questions you could ask - in case no one asks anything during the Q&A. But you can also think of such questions while you are listening to the presentations.

**Closing the session.** Remind authors and delegates of the upcoming networking session in Wonder and that authors should place themselves in the Ask Presenters area. NOTE: there is no dedicated networking session for Graduate Symposium speakers or Keynotes. Also, if appropriate, remind the delegates of up-coming sessions or tutorials. For instance, you may want to say 'Now we have a short break and the next session starts in X minutes'.