



Guidelines for IPEM Conference chairs

As a chair you play a pivotal role in the conference session. Your role is to ensure that the session runs smoothly and on time. In order to be an effective chair you need to:

- Be prepared and know your speakers and the subject
- Know the session objectives
- Be firm and ensure that your speakers keep to time and the audience can hear them
- If there is a discussion scheduled ensure you have some questions to start it if necessary.

On site responsibilities

Prior to session

- Check the room location and familiarise yourself with the layout including fire exits
- Ensure all speakers audio-visuals have been uploaded
- Ensure you are aware of the session timings and how long speakers have.
- Ensure you are aware of the equipment and how to use it including any microphones that will be used.
- Talk to the speakers and remind them to keep to brief and to time

During the session

- Introduce yourself and run through housekeeping details – fire exits etc – an instruction list will be on the top table in the lecture room
- Check your audience can hear and see clearly and turn off mobile phones
- Ask questioners to stand and ensure that questions can be heard by the audience, if not repeat the question
- Finish the session with closing remarks.

After the session

- If there were problems with any speaker or with the room please ensure these are reported to the conference team.