

## **SESSION CHAIR GUIDELINES**

### **BEFORE YOUR SESSION CHAIR SLOT(S)**

1. Make sure you know or have your session chair time and Zoom room assignment(s) with you. Familiarize yourself with the presentation titles, presenter names, and presentation times within your session chair slot(s).

2. Please indicate your name as follows:

Moderators · · · [M: Kim (Surname) , Yong-hee (First Name); @@ Univ.]

### **DURING AND AFTER YOUR SESSION CHAIR SLOT(S)**

1. Please arrive at your assigned Zoom room 10 MINUTES BEFORE your session chair slot begins. If there are any problems or you need assistance, inform the conference site assistants either by email.

Email: [paalconference@gmail.com](mailto:paalconference@gmail.com)

2. Introduce yourself to each of the presenters before their talks. Inform them that you will be briefly introducing them and keeping track of time during their presentation. Check pronunciation of their names and any unfamiliar words in their presentation titles, if necessary.

3. Start each presentation right on time. Briefly announce just the PRESENTATION TITLE and the NAME(S) OF THE PRESENTER(S) (e.g., “Welcome! The next paper is entitled “XXX” and will be presented by “YYY” and “ZZZ”). It shouldn’t be any longer than this; otherwise, you’ll be taking up the presenters’ limited presentation time.

4. Keep track of time during the presentation. Unobtrusively signal to the presenters how much time is left for their presentation or question/answer session or when their time is up. (Each presenter will have 20 minutes for their talk and 5 minutes for questions and answers). You might signal “5 minutes left”, “2 minutes left”, and “times up!” using the chat room in Zoom.

5. Make sure that the presentation ends when it is supposed to. Do NOT let presenters go over their allotted 25-minute time frame because it will cut into the subsequent presenters’ allotted time. It is your responsibility to make sure things stay on track. When you are done with your session chair slot, make sure to end the Zoom meeting room.