

Chairing Guidelines

Thank you for agreeing to chair a session at the Meta Together conference! We hope this experience will build your skills and boost your confidence for future conferences. A member of the conference organising committee will be managing the presentations.

Beginning the session

- **Arrival:** Arrive at the room at least 10 minutes early to test the microphone.
- **Presentation Check:** Ensure all speaker presentations are in the session's desktop folder and in order.
- **Holding Slide:** Display the holding slide before the session starts.
- **One-Minute Mark:** Step onto the stage one minute before start time.
- **Session Start:** Welcome attendees, remind them to submit additional questions via Slack, and introduce the first speaker.

Tip: The day prior to your session, review the program for speakers and their presentation titles. Check with them if you are unsure about the pronunciation.

Time Management

Speakers have been informed of their allocated time and understand that you will be helping them stay on schedule. If they exceed their time, don't hesitate to gently remind them.

- **Timekeeping:** Begin timing as soon as you introduce the speaker, regardless of any presentation delays. If there are issues with getting presentations to load, that counts as part of their speaking time.
- **One-Minute Warning:** Stand to the side of the stage when there's one minute remaining as a signal to the speaker.
- **Ending on Time:** When time is up, stand next to the speaker. Allow a few seconds, then politely interrupt with (for example), "Thank you, [NAME], for your talk, it's time for questions/ next speaker."
- **Audience Questions:** If time permits, take questions from both the audience and Slack.

Managing Questions and Answers

- **Audience Questions:** If time permits, take questions from both the audience and Slack.
- **Slack Reminder:** Encourage the audience to ask further questions on Slack, where the speaker will continue engaging throughout the conference.

Audio-visual

Presentations:

- Speakers should submit their presentations on the laptop provided, before the session. An AV technician will be present to assist if need be.