

Guidelines for Session Chairs – RaSiM11

Dear Session Chairs,

Thank you for contributing your time and expertise to RaSiM11. Your role as a Session Chair is vital to the smooth execution and overall success of the symposium. These guidelines are intended to support you in running a well-organized, respectful, and engaging session.

1. Your Role and Responsibilities

As a Session Chair you are the primary point of contact for both speakers and attendees during your session. Your leadership ensures that each presentation runs according to the schedule, technical issues are promptly addressed, and the environment remains welcoming and professional.

Please promote a collegial atmosphere where participants feel comfortable sharing ideas, engaging in respectful debate, and asking questions. Kindly uphold RaSiM11's standards of respectful and inclusive dialogue throughout.

2. Before the Session

- **Meet with the speakers:** Arrive early to meet your session's presenters. Ensure everyone is familiar with the session format and logistics.
- **Presentation Uploads:** Confirm with all speakers that they have submitted their slides to the Speaker Corner well in advance.
- **Timekeeping:** Reiterate presentation time limits and how you will signal speakers as they approach their time.
- **Order of Presentations:** The published schedule must be followed exactly—no changes in order to accommodate speaker preferences.

3. Starting Your Session

- **Technical Setup:** Check sound, lighting, and presentation displays. Ask the technical staff if help is needed.
- **Welcome and Introductions:** Formally begin the session using the microphone. Introduce yourself and outline the structure of the session.
- **Engage the Audience:** Briefly remind the audience to be courteous and to hold questions until the Q&A period.
- **Remind the audience to turn down the sound of their phones.**

4. Managing Each Presentation

- **Speaker Introduction:** Announce each speaker's name and the title of their talk.
- **Time Management:** A typical session includes three to five speakers – each has **15 minutes for their presentation and 5 minutes for questions**.
 - Signal at 13 minutes (e.g., raise a time card).

- Gently interrupt at 15 minutes and move to Q&A.
- Applaud as the speaker concludes.
- **Speaker No-Shows:** Use any extra time for extended discussion. Do **not** alter the presentation order and time.

5. After the Session

- **Closing:** Thank the speakers and attendees. Briefly summarize key themes if time permits.
- **Report Issues:** Note any problems with the presentations e.g. no-show, or if they generated concern or controversy and inform us via email:
hamid.sabeti@associated.ltu.se

6. Student Presentation Awards

- **Judging:** Some presentations contributions are marked as student presentations. Please score these using the provided evaluation forms.
- **Submission:** Submit your completed forms to the “Speaker Corner” at the end of the session. Top-rated student contributions will be recognized at the conference.

Final Notes

Your contributions as a Session Chair directly impact the quality of RaSiM11. We deeply appreciate your dedication to fostering a well-structured, inclusive, and intellectually enriching environment. Thank you for helping make RaSiM11 a success.

For questions or assistance, please contact us via email hamid.sabeti@associated.ltu.se.