



## Guidelines for Chairpersons

The success of the academic sessions is greatly influenced by the style and effectiveness of the chairs. All sessions should be chaired to the same standard. This is a guide to assist you in this role.

- Check the programme to confirm the date and time of your session. Please also note how long each presenter has been allocated to speak to avoid overruns.  
**Not all have been given the same amount of time!**
- Speak to the Meeting Secretaries/SBNS Administrators before the session starts to check whether there are any messages to give out at the start/end of the session
- Please ask the audience to switch their mobile phones to silent mode during the session. The only time they are allowed to be on is if we are polling the audience via the conference app.
- It is a good idea to run through the session with your co-chair in advance
- Read all the abstracts and identify potential questions and discussion points (a copy will also be sent to you in advance and the abstracts will also be on the app)
- Check that the AV team have received all the talks and are ready to start
- There should be at least one roaming microphone and volunteer ready for questions from the audience. They have been told to introduce themselves to you at the start of the session.
- The speakers have been instructed to sit on the front row so that they can quickly get to the podium when you call their name
- **Please keep to strict time, overruns can have a serious impact on the running of the meeting. It also reduces time spent with our sponsors during the refreshment breaks. There will be a countdown clock on the screen.**
- Plenary Speakers usually **15 mins** – this includes any time for question/discussion
  - Orals
  - TIMING RECOMMENDATIONS:**
  - 10** minute Orals have **8** minutes presentation time and **2** minutes discussion time.
  - 9** minute Orals have **8** minutes presentation time and **1** minute discussion time.
  - 8** minute Orals have **7** minutes presentation time and **1** minute discussion time.
  - 7** minute Orals have **6** minutes presentation time and **1** minute discussion time.
- Start the session on time regardless of the number of delegates in the audience
- During the discussion time try to bring in senior members to comment
- If you have time, try to summarise the key learning points at the end
- **There will be a score sheet for each session, to be completed by all chairs. There is a prize for the best presentation overall Oral talk and a certificate for the best in category. Please hand the completed sheets back to the Registration desk at the end of the session.**

Thank you in advance, your contribution is much appreciated.  
If you have any queries, please do not hesitate to contact me.

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