



## GUIDELINES FOR SHORT ORAL 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/conference app to confirm the date and time of your session.
- Please ask the audience to switch their mobile phone to silent or Flight Mode during the session. The only time they are allowed to be on is if we are polling the audience via the conference app.
- Plan for the session with your co-chair
- Read all the abstracts and identify potential questions and discussion points (a copy will be sent to you in advance and 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 be strict with the time keeping - overruns can have a serious impact on the running of the meeting. It also reduces time spent with our sponsors during the refreshment breaks Think Red Chair and Graham Norton!**
- **Short Orals have only 3 mins and a maximum of 3 slides!**  
There is a traffic light countdown system in place - let the speaker know when they have a minute to go and ensure you call the next speaker on time. If there is time, allow only one question – delegates can message the presenter via the app if they have a question or speak to them at the end.
- Start the session on time regardless of the number of delegates in the audience
- **There will be a score sheet for each session, to be completed by all chairs. Please hand the completed sheets back to registration desk at the end of the session.**
- Speak to the Meeting Secretary/SBNS Administrators before the session starts to check whether there are any messages to give out at the start or 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.

Suzanne Murray  
SBNS Administrator  
[admin@sbns.org.uk](mailto:admin@sbns.org.uk)