UFHRD/AHRD 2018 Conference, 6-8 June 2018

Newcastle Business School, Northumbria University, Newcastle-upon-Tyne, UK

"Power and possibility: unleashing the potential of HRD"

Guidance for session Chairs for individual paper presentations

Chairing the paper presentations is a key role and the overall measure of success of the conference is highly weighted towards participant's experience of the individual presentation and workshop sessions.

All paper presentation sessions will have an appointed chair. Symposia and workshops will have their own chairs and discussants as required.

Papers are scheduled as far as possible into cognate groupings, according to the following timings:

- Working paper 20mins (suggest 10mins presentation, 10mins questions)
- Full papers 30mins (suggest 20mins presentation, 10mins questions)

There are a number of breakout rooms that are being used for the paper presentations and the final version of the schedule includes room allocations so you will know the "what, when and where" for the sessions you are chairing.

Good chairing ensures that presenters have a good opportunity to present their work but also allows time for questions and some discussion and interaction for all delegates. It is also really important to ensure that question/discussion time is not dominated by a few individuals. If this happens it makes other people feel excluded.

<u>Here are our guidelines</u> for session chairs as an aide memoire, however, please feel free to use your discretion and judgment as necessary

- *Before the session starts*: Discuss and confirm how the presenters wish to use the time available to the maximum 20min (working paper) or 30min (full paper) allocated time slot
- Open each session on time and introduce each presenter and their paper titles
- Define the timetable for each session at the outset for the participants;
- Ensure the presenter stops speaking after the agreed amount of time for their paper. If it is obvious that they are nearly finished and need a last few minutes to wrap up let them, but insist on some time for questions. We will provide you with cards indicating that 5mins remain, 1min remains and a red card to show that their presentation time is up. Please explain this to them.
- Chair the Question and Answer session firmly. Try to start the question time by getting a show of hands for everyone who has a question and try to make sure everyone gets a chance to speak who wants to. Taking more than one question before the presenter responds can help in making the best use of the time available.
- It is fair to adopt a rule which allows one question per person and to say this.

- Try to stick to one question per person before giving someone the opportunity to ask a supplementary or second question
- Start Q&A time by inviting questions and ask all questioners to start by saying who they are and where they are from and avoid if possible addressing the people you know well by name but not others as this may create an illusion of exclusivity.
- Have a broad question available to ask yourself in case no one else is ready to start. If you do not have a specific question try something along the lines of " I would find it helpful if you could elaborate on /say a little more about X"
- Bring the session to a close preferably a few minutes before the end of the session time. We have allowed time between each session but this is to allow for people to move between different sessions so please try and end each session on time.
- Thank the presenter(s) for their presentation. If summing up comes easily to you this is excellent but if not a straightforward "thank you" is fine. If it has been stimulating and thought provoking say so, if not stick with warm thanks for their contribution. Thank the participants also especially if it has been a lively session.
- Try to avoid proposing to mark thanks "in the usual way" and just lead a simple hand clap of appreciation

Finally, just a big thank you. <u>THANK YOU</u>

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