

# Instructions for Chairs

## INSTRUCTIONS FOR SESSION CHAIRS

As a session chairperson, you are responsible for the time management of the presentations within your session, and for the facilitation of the panel discussion in the end of the session.

- Familiarize yourself with your session's presentations ahead of time. You can find the [Conference program here](#).
- Plan to arrive at your session at least 10 minutes before the start time.
- Invite the speakers from your session to take their designated seats on the stage.
- Introduce yourself to the audience, giving the name of the session and asking people to take their seats quickly.
- Introduce each speaker and presentation title as indicated in the Program.
- In case of no last-minute updates, please strictly adhere to the schedule in the Program relating to the order of speakers, start and end times of each talk. We must be fair to allow all speakers their allotted time.
- Note that the designated time for Q&A and Discussion with the speakers is **allocated at the session end**.
- Assure no disturbances.
- At the end of the session, kindly thank the presenters and the audience for their participation.

**Be prepared for the unexpected. If the session ends early, do one or more of the following:**

- Have questions prepared for the speakers.
- Solicit more questions from the audience.

**If a speaker fails to attend the session, please move to the**

**next presentation.**

The WoM 2023 team thanks you for your important contribution to the Conference's success!