

INSTRUCTIONS FOR CHAIRS OF PARALLEL SESSIONS (useful to presenters too)

Please be present at the designated room at least 10 minutes before the parallel session starts. Ask all the speakers to load their presentations on the room PC before parallel session begins. (It would be good to avoid having to plug in laptops during transitions.) The instructions about how to log in the PC and how to use the projector can be found next to them. Ask speakers for how their names are pronounced and what pronoun they use (she/he/they/etc. in case you need to refer them in third person). Each session starts at its allotted time whether or not anyone has started speaking. Speakers are allocated 28 minutes total (20 minutes for the talk and 8 for questions), with 2 minutes for transition to the next speaker.

When the parallel session starts, shortly **welcome all and tell your name** (and your affiliation if you feel like it). **Before each presentation, introduce the next speaker by welcoming them and telling their name** (they can tell their affiliation and the title of their talk themselves). When the talk has started, show the speaker how much time they have left with the 3 cards that can be found in the room (5 minutes remaining; 2 minutes remaining; Time ended).

If there is a video presentation in your session, there will be someone to help you with it.

As a chair, **you moderate the conversation** during the question part. Please **try to make the conversation constructive and inclusive**. Here are some guidelines:

- 1) Before the first question part begins, **instruct the audience to raise their hand if they have a question**. Also **ask the questioners to state their name**, so people who have shared interests in the session can follow up and people can refer to questions that have been asked. Require everyone, even famous people, to do it so that people who don't know their names don't look/feel marginal.
- 2) **Even if you are familiar with the questioner, don't use their name while indicating it's their time to ask a question**. This way people whose name you don't know, don't look/feel marginal.
- 3) One question per questioner (they can ask a second question later if there is time).
- 4) **Questions don't need to be asked in the order you noticed the hands**. It is good to mix up the questions from different genders, students/faculty, senior/junior, etc. As a chair, you have the control over who asks the next question and the quality of the discussion.
- 5) **No follow-up-questions** unless, of course, next questioner happens to ask a follow-up, since there is so short time for questions. If you want, you can ask several people to ask their questions before speaker gives answers, this might save time. And remember: There is (almost) never time for 'just-one-more' question.
- 6) Be prepared to interrupt the questioner to press for a question, if they go on a long time. Also feel free to cut someone off if they are being rude/aggressive/disrespectful. You can just say, "Let's move on to the next question..."
- 7) If speakers are going on at length and there is a long queue, suggest that the speaker follow up with questioner after the session.
- 8) Prepare a question about each talk in case of the rare situation that philosophers in the audience don't have any. The speaker will appreciate it.

ENJOY THE SESSION, YOU'LL DO GREAT!