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**SESSION CHAIR RESPONSIBILITIES**

As chair you have agreed to take on an important role which will prove critical to the smooth operation, and ultimately the success, of the TASA 2012 Conference. An attentive Session Chair can help ensure that the speakers give trouble-free talks and that the audience appreciates the entire session.

**Responsibilities of the chair before the session are:**

* Meet your speakers in the designated room at least 10 minutes before the start of your session.
* Know what the balance of papers is in your session in terms of refereed/non-refereed by looking them up in the abstracts.
* Remind the presenters of their time limitations. If you are lucky enough to be in a session with left over time (or if someone does not turn up), work out with the presenters how best to use this time before the session starts.
* Make introductions and help them load their presentations into the computers.
* Describe to your speakers the method you will use to notify them when they are nearing their presentation time limit and how you will interrupt them if they have reached the end of their allotted time.

**Responsibilities of the chair during the session are:**

* Start on time and introduce yourself to the audience as Session Chair.
* Ask that all mobile phones be turned off.
* Introduce and welcome individual speakers; give their affiliation and the title of their talk.
* Act as strict time guardian. You must also keep track of elapsed time during a presentation.

**REFEREED PAPERS: 30mins (20 minutes of talk, 10 minutes of discussion)**: At 15 minutes in a 20 minute talk, give a signal to the speaker (cards will be available in the room for this). At two minutes before the end of the time slot a further signal should be given. At 20 minutes a final signal should be given (Time’s up) and the speaker should be interrupted. This could be done by standing up or actually stating it is time to conclude.

**NON-REFEREED/WIP PAPERS: 15mins (10 minute of talk, 5 minutes discussion)**: At five minutes in a 10 minute talk, give a signal to the speaker. At two minutes before the end of the time slot a further signal should be given. At 10 minutes a final signal should be given and the speaker should be interrupted.

* If time permits in each time slot the Session Chair should invite questions if the speaker does not do this. In larger rooms be sure to repeat the question so all can hear.
* Don‘t forget to thank each presenter.
* At the end of the session please thank the audience for attending and state that your session is now completed.
* If you can‘t convene your session, be sure to find a replacement for yourself as chair.

**PRESENTER RESPONSIBILITIES**

Please arrive at your allocated room 10 minutes before your session begins. Introduce yourself to the chair of your session. Load your PowerPoint presentation if you are using one. Strictly adhere to your allocated time to allow discussion, and avoid being stopped before you have completed your presentation.