

Guidelines for oral session leaders

Thank you for volunteering as chair person / oral session lead. The purpose of these guidelines is to support the chair persons (oral session leads) in their role of smoothly running the session and facilitating excellent communication by providing the necessary information on the organization of CZC2023 and some useful guidelines on how to perform their tasks.

- All sessions must have an oral session leader to moderate the session, introduce the speakers, manage timekeeping, and moderate audience Q&A.

Before the Session

- Prepare in advance: [The program will be published in ExOrdo](#) and you will have access to the abstracts of the session you will be chairing. Read the abstracts so you are aware of the flow of your session and help you prepare to lead the Q&A.
- Prepare one question for each presenter that can be put to the author during Q&A – in case there are no questions from the audience.
- Presenters have been instructed to upload their presentations in advance (at least the day before they are scheduled to present and, in the case of single day pass holders, sometime during breakfast the morning of the day they are scheduled to present). We are asking you to help facilitate the upload from the presenter's USB stick to the CZC2023 Presentation Laptop in the room designated for the session.
- Oral session leaders should arrive a few minutes early to introduce themselves, welcome speakers, confirm presentation order and facilitate any presentations that need to be uploaded to the room laptop.
- Oral session leaders should coordinate with speakers ahead of time to introduce yourself. Refer to the spreadsheet for the email addresses of the presenting authors in your session. Oral session leaders need to ensure that presentations have been uploaded: ALL oral presentations for each session need to be uploaded to the designated folders (laptop in the session room) in advance of the start of the session, and preferably on the day prior to the session. No upload onto the laptop in the room will be allowed following the start of the session and substitutions of laptops will not be possible.

During the Session

- Introduce yourself and welcome the audience.
- Introduce each speaker before they begin and provide their topic and affiliation. Be familiar with correct pronunciation of names.
- Keep the session to schedule – do not let speakers overrun; notify speakers of how much time they have remaining (5-minute warning; 1-minute warning; and time's up)
- Each presenter has 12 minutes for presenting and 5 minutes following each presentation for questions.
- If a gap should occur, use the gap for audience discussion on the session or related topics; use as an opportunity to identify posters of similar topic.
- Moderate Q&A – it may take a moment for the audience to digest content of a presentation so have a question ready to stimulate discussion.

After the Session

- The Session Chair in the final session of each day is responsible for returning the Conference USB stick with the session presentations to Phil Osborne or Jen Gibson.