Guidelines for Oral Session Leads

Thank you for volunteering as a session lead. These guidelines are intended to support the lead in smoothly facilitating the session. The lead moderates the session, introduces the speakers, manages timekeeping, and moderates audience Q&A.

Before the Conference:

- Oral session leaders should coordinate with speakers ahead of time to introduce themselves. 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 (computer in the session room) in advance of the start of the session, and preferably on the day before the session. No upload onto the computer in the room will be allowed following the beginning of the session, and substitutions of laptops will not be possible.
- 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.

Day of the Session:

- 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 the morning break of the day they are expected to present). We are asking you to help facilitate the upload from the presenter's USB stick to the computer in the room designated for the session.
- Pick up a conference USB from the registration desk. Session leads should arrive at the room 30-minutes prior to the scheduled start, introduce themselves, welcome the speakers, confirm presentation order, and ensure all presentations are uploaded to the computer.
- FYI - To support conference accessibility, we are asking presenters to consider allowing individuals requiring accommodation to record the audio portion of their presentation. Those supporting this initiative will have added a digital "I support accessibility" sticker with the conference logo to their first slide. If they do not have the sticker, please check with them if they are aware of this initiative and invite them to participate. There will be a copy of the sticker on the USB stick.

During the Session:

- Introduce yourself and welcome the audience.
- Introduce each speaker before they begin and provide their topic and affiliation. Be familiar with their pronouns and the correct pronunciation of their names.
- Keep the session to schedule – do not let speakers overrun; notify speakers of how much time they have remaining (5-minute warning, 2-minute warning, 1-minute warning, and time's up)
- Most 90 minute sessions with have 5 oral presentations and will follow this structure:
  - 1 minute to introduce each speaker and pull up the slide deck
  - 12 minutes for each presentation
  - 5 minutes for questions after each presentation
  - If any time remains in the session, lead a question and answer period

After the Session:

- Place a copy of the session presentations into the appropriate folder of the Conference USB stick. Delete the presentations from the room computer. Return the USB desk to the registration desk.

CZCA strives to maintain high quality for its conference programs. This conference aims to create a space where different knowledge systems, practices, stories, and perspectives can come together and learn from each other. Sessions should contribute to the body of knowledge and collective understanding of what coastal stewardship and management could look like through the lens of relationships; build common ground across communities, professions, sectors, goals, and values; and connect over a shared passion for coastal zone resilience.

If you have any questions, please do not hesitate to reach out.