

**Australian Political Studies Association Conference
Monash University
24 – 26 September 2007**

Instructions for Session Chairs

Chairs and speakers are advised to arrive at the session at least 5 minutes before its commencement. It is important that the session begin on time and not extend beyond the allocated time.

Each presenter has 15 minutes speaking time, which is followed by a 5 minute question and answer session. The question and answer session will take place immediately following the presentation of each paper unless otherwise agreed upon by the panel.

In the event a panel consist of fewer than 4 speakers, the Chair can allocate an additional 5 minutes of speaking time OR an extra 5 minutes of question and answer time to each presenter. The Chair has full discretion to determine how the extra time will be allocated, although it is advised they consult the panel before making a final decision.

Papers will be presented in alphabetical order of authors unless the panel agrees otherwise.

The role of the Chair is to manage the session's proceedings and ensure it runs smoothly. In particular, the Chair is required to undertake the following four tasks:

EXPLAIN THE ORDER OF PROCEEDINGS TO BOTH THE SPEAKERS AND AUDIENCE MEMBERS AT THE BEGINNING OF THE SESSION. It is important that all participants at the session are apprised of the order of events, the amount of speaking time due to each presenter, as well as opportunities for members of the audience to field questions to speakers. The Chair must instruct audience members to not interrupt (ask questions of) speakers during formal presentations.

INTRODUCE THE SPEAKERS: Chairs should familiarize themselves with the names of the speakers and the title of papers ahead of the commencement of the session. Chairs should take no more than 30 or 40 seconds to introduce each speaker.

ENSURE THAT EACH TALK STARTS AND CONCLUDES AT THE SCHEDULED TIME: It is the responsibility of the Chair to ensure that speakers do not exceed their allocated speaking time. In order to help speakers keep within the time limit, the Chair is asked to do the following:

- *10 minute mark indicate to speaker they have 5 minutes remaining*
- *13 minute mark indicate to speaker they have 2 minutes remaining*
- *14 minute mark indicate to presenter they have 1 minute remaining*

The Chair is also required to ensure that the question and answer session at the end of presentations does not exceed 5 minutes.

FORMALLY CLOSE THE SESSION AT ITS CONCLUSION: At the end of the session, the Chair should thank the speakers and ask audience members to show their appreciation by giving the panel a round of applause.