

Role and Responsibilities of a Session Chair in SEDSI 2024

Role of a Session Chair: Session chairs in SEDSI 2024 play a vital role in the overall planning and execution of sessions. They are expected to orient the audience to the session topic, introduce the presenters, manage the time allocations, and moderate the discussions.

Responsibilities of a Session Chair: Session chairs in SEDSI 2024 have the following responsibilities:

- Start the session at the scheduled time and provide a brief context with introductory remarks.
- Introduce each presenter by name and affiliation before their presentation.
- Limit each presentation to 15 minutes, including Q&A. If your session has less than 4 presentations, you can adjust the presentation time accordingly.
- Notify the presenters when they have 5- and 1-minute left and stop them if they exceed their time limit.
- Allocate appropriate time for discussion after each presentation or at the end of the session, depending on your preference.
- Raise issues that can facilitate audience engagement and moderate the panel or floor discussions.
- Defer lengthy or off-topic discussions to the end of the session or suggest that they be continued in private.
- End the session on time and clear the room for the next session based on the SEDSI 2024 Conference Program.

Other Tasks for Session Chairs:

- Optionally, bring your own laptop to the session and share it with the presenters to save time and avoid technical issues.
- While you check in at the Registration Desk, ***ask for a paper copy of your session schedule with the presentation titles and authors names***. This document will help you in managing your session.
- Before the session starts, discuss with the presenters how they want to load their PowerPoint presentations on a laptop in the meeting room. They can either: 1) Use their own machines and the correct adapter to connect to the projector in the room; or 2) Use your laptop, if you are willing to share it, and transfer their presentations using a USB drive. Note that there is no internet access in the presentation room.
- Establish the order of the presentations based on the SEDSI 2024 Conference Program.
- After the session, mark on the paper copy of your session schedule any no-show presenters and the number of attendees in your session, and ***return the paper to the registration table***. You can also provide any feedback or comments. This will help us in planning for future conferences.
- Read and abide by the DSI Professional Conduct at Conferences (see in the [DSI Code of Conduct](#)).