17ᵗʰ International Pragmatics Conference
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IPrA2021

https://event.ipra2021.exordo.com

Online conferencing via Ex Ordo Webex

SESSION CHAIR DOCUMENTATION

Thoroughly familiarize yourself with the ATTENDEE & PRESENTER DOCUMENTATION

Chairing your session, step by step:

1. Enter your session's live stage 10 to 15 minutes before the start
2. The Host/Stage Manager will make you a 'Panelist' so that you can unmute yourself for opening the session you are chairing (all other speakers in your session will also be promoted to 'Panelist' – but asked to stay muted until you indicate that it is their turn)
3. Let the Host/Stage Manager know whether the session can be recorded (if you have not checked with the people in the session, ask them if they object; recordings can also be switched on and off for individual contributions)
4. If the session you are chairing belongs to a panel you are organizing,
    a. you may want to give an introduction, in which case you can ask the Host/Stage Manager to promote you to 'Presenter' (so that you can share your screen)
    b. you should advise Attendees
        i. to use 'Grid View' so that they can see all Panelists
        ii. to use 'Chat' directed specifically at the Host/Stage Manager
            (i) to ask advice on a technical issue
            (ii) or to ask to be unmuted for discussion/questions
        iii. to only use Q&A to formulate questions (to be read out by you or the responding Panelist when the time comes – see 6 below)
5. Let the Host/Stage Manager know when you want a speaker to be promoted to the 'Presenter' role
6. For discussion periods
    a. During panels and after lectures:
        i. first ask the Host/Stage Manager whether s/he has received any requests to speak from Attendees (through the Chat function)
        ii. monitor the Q&A; before a Panelist answers a question, it should be read out or reformulated by you or by the responding Panelist, since Attendees cannot see it
        iii. if any time is left, ask Panelists whether they want to add any thoughts
    b. During poster sessions:
        i. immediately open up the discussion (as there are no presentations)

        ii.   follow the procedures under 6.a.

   c. For panels, lectures, or posters: if the audience is not too big, you may want to ask the Host/Stage Manager to promote all Attendees to Panelists, so that they can control their own microphone and camera; also in that setting the chair decides who can speak when

7. Mind the time – it is essential not to let sessions last beyond their scheduled time

   a. Principles:

        i.   in the case of panels, the internal organization of a session may vary, but every session is limited to 90 minutes

        ii.   in the case of lectures, a switch to the next speaker MUST be made after 30 minutes (i.e. speaking time is preferably restricted to 20 minutes, leaving up to 10 minutes for discussion).

   b. Practice (both for panels and lectures): informing speakers that their time is (nearly) up is always disruptive, but in a virtual event you must do so verbally (5 minutes – 2 minutes – sorry, time's up) rather than with a visual sign, as the speaker may not see you.