

Advice for Session Chairs

- Position microphone well (towards screen)
 - Make sure to clip it as high as possible.
 - Clip it on the side toward the screen, so when the speaker turns to point he/she is still speaking into the mike.
- Give clear time signals
- Have a question ready for every talk
 - This will get things going. Yes, you need to do this even for very, very bad talks.
- Get speaker to repeat questions
 - You want people in the back of the room to know what question the speaker is answering
- Show enthusiasm for talks