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