

Know Before You Go



CHAIR'S GUIDE

So, you've been asked to chair a panel at the conference. Congratulations! We hope that this guide can help you be more successful and comfortable in this role.

BEFORE THE CONFERENCE

Take a look at the names of the panelists along with their paper titles in the online program. Authors may have even uploaded a copy of their paper (if so, you may want to scan it). Read the title of the panel session and any description. If you have any questions, reach out to your interest group planner for clarification. Take a look at the convention map and make sure that you can arrive a few minutes early to the room.

WHEN YOU ARRIVE AT THE ROOM

Arrive at your room a few minutes before the panel starts. Check in with the presenters to ask them the correct pronunciation of their name and for their pronouns. Check also for any changes in title or paper authors.

INTRODUCTIONS

1. Start the panel on time. Typically (but not always), presentations happen in the order they are listed on the program.
2. Welcome the audience and indicate the interest group, any co-sponsors, and give the title of the session/panel.



3. Introduce all speakers at the beginning of the paper/panel session, but do not take too much of the time.
4. Introduce each participant again prior to their presentation; please also announce the title of the paper about to be presented.

WHAT ABOUT TIME SIGNALS?

Please keep time and give each speaker a signal at an agreed-upon time and a final one-minute warning (use your hands or some other method). It is important to keep on time so that each speaker gets their full time. When time is up, you should stand up or make some other noticeable signal that time is up. Note that sessions are 75 minutes long. Assuming that you take 5 minutes for introductions, each participant should have approximately 10-12 minutes to present (assuming there are four papers and one respondent). This should leave time for the respondent (if any) and discussion.

As chair, you should stop a speaker who has gone over their allotted time. You can stand up and say something like “thank you so much for your presentation...we have multiple speakers today. Audience members can chat with you after for more information”

RESPONSE, Q&A, AND MODERATION

If there is a respondent, that person will speak after all of the panelists have gone. You should introduce them as the respondent. At the end of the session, lead a discussion by recognizing people and regulating the length of their comments. You can also cut off question askers and you can moderate the conversation.



AT THE END OF THE PANEL

End on time! There is likely something going on in that room after your panel. Please thank the participants and indicate that there are other major convention activities (such as a keynote address) or sessions sponsored by your Interest Group (specify when) and a business meeting (specify time and place). Invite audience members to participate in conference activities and to support your Interest Group.

WHAT IF THERE ARE TECHNICAL ISSUES?

Maybe you are chairing a panel in one of the few rooms that have AV and the AV isn't working. It's good practice to make sure that all of the panelists can get their AV to work prior to the start of the panel. If something does go wrong, send an audience member (or go yourself) to the registration desk and ask for an AV technician to come to the room to assist.

FINAL THOUGHTS

Chairing a panel is a very important responsibility. We know that academics love to talk about their scholarship, so having someone moderate the conversation and pay attention to timing is critical for the panel's success. We hope that you find joy in this role and try to have some fun...just think that you played a very important role in the presentation of new knowledge. Thank you!