

### Session Chairs and Presenters Guidelines

The suggestions below are mainly for session chairs. Nevertheless, these suggestions are equally useful for presenters.

Session chair responsibilities are a confusing mix of several roles – Host, Coach, Discussion Facilitator, and Presenter.

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**Host** : As the Host of the session, prior to the session it is your responsibility to ensure that the session is well-organized and that the presenters are prepared.

As Host, it is your responsibility to decide on the best approach for structuring your session. This year, we are asking you to structure the session around a central theme or topic.

Finally, as Host, it is up to you to decide how time will be managed – what the rules will be. For example, you may want to allow for a Q&A period at the end of the session.

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**Coach** : As Coach, it is your responsibility to familiarize yourself with the papers being presented and to provide feedback to the presenters.

- The practical and theoretical problems being addressed
- The theoretical underpinnings of the work (to orient the audience)
- Their research notion/idea (e.g., model, hypotheses, questions)
- Just enough on methods so that the audience can tell whether the study was quantitative, qualitative, or mixed methods
- Findings/results/contribution

Finally, ask the presenters to be IN THE ROOM at least 15 minutes before the session starts. You will need them for the Q&A period.

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**Discussion Facilitator** : Our sessions will not have discussants. Nevertheless, as Session Chair, you c

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As **Time Keeper** , it is your responsibility to make sure that the time in the