



How to chair a session

Chairing a scientific session involves taking on the role of a leader or facilitator to ensure that the proceedings run smoothly. Here are some general tips on how to chair a session effectively:

1. Preparation (pre meeting / conference)

- Familiarize yourself with the agenda and any relevant materials beforehand.
- Understand the goals and objectives of the session.

2. Start on Time

- Begin the session punctually to respect the participants' time.

3. Introduction

- Welcome participants and introduce yourself.
- Introduce the speakers of your session.
- Provide an overview of the agenda and objectives.

4. Establish Ground Rules

- Set clear expectations for participant behavior.
- Encourage active participation while maintaining order.

5. Follow the Agenda

- Stick to the planned agenda to ensure all topics are covered.
- Allocate time for each agenda item and manage time effectively.

6. Facilitate Discussion & Q&A

- Manage discussions to stay on track and avoid going off-topic.
- Invite input from all participants.
- Use open-ended questions to stimulate discussion.

7. Manage Time

- Keep an eye on the clock to ensure that discussions and presentations stay within the allotted time.
- Be prepared to redirect the conversation if it veers off course.

8. Handle Conflicts Professionally

- Address conflicts or disagreements diplomatically.
- Encourage a positive and constructive atmosphere.

9. Closure

- Thank participants for their contributions.

Remember, effective chairing involves a combination of leadership, communication, and organizational skills. Adapt your approach to the specific context and needs of the session.