



Chair Guidelines

The chair can be critical to the success of a session. The principal challenge for a chair is to enforce time allotments. A presenter that runs over his or her allotted time is using time that belongs to another presenter or to the audience. APPAM asks chairs to do the following:

- Monitor paper progress before the meetings and encourage timely distribution of session papers to all discussant(s).
- Ensure that presenters upload papers to Confex Speaker Center for discussants to read in advance of the conference. If they have not by March 11, 2022, please bring this to the attention of conferencesupport@appam.org.
- Convene the panel in advance to make introductions and develop some rapport.
- You are encouraged to consider an alternative format if the panelists agree; for example, having a discussant summarize all the papers at the beginning of the session. These alternative formats can help facilitate audience participation and discussion.
- Start the session on time and state the ground rules at the beginning of the discussion, including timing and commitment to discussion. Note that observing stated time limits shows respect for other presenters and for the audience.
- Introduce all participants at the beginning of the session.
- Monitor the clock. Presenters who appear to be off-track for completion on time should be cautioned mid-presentation. APPAM will supply chairs with four signs that read, "5 minutes", "2 minutes", "1 minute", and "Stop" to help alert presenters to their timing.
- Chairs should sit in the front row of the audience, facing the presenters, rather than at the head table, while the presentations are in progress.
- Do not ask the panelists to respond to the discussant(s) comments. Instead, move quickly to an open discussion that involves the audience.
- Be prepared to initiate the question period if the audience is not engaged and ensure that questions and statements from the audience are short and to the point.