Information for chairs

The Chair of a session has the essential task of making sure that the session runs smoothly. This entails more than just keeping time, although this is an important aspect of being a Chair. The Chair is charged with making sure that the presenters feel welcome and that all technical issues are resolved. During the session, you will be accompanied by a co-chair and a student.

Time:
Since time is limited, it must be watched, and all scheduled presenters should have the same opportunity to present their material. Presentations exceeding the time limit not only interfere with other presentations in the same session, but may also cause delays in other sessions, or prevent the audience from moving on to following sessions in a timely manner.

Each presenter has:

Plenary 40 min, 35 + 5 min for questions

Keynote 30 min, 25 + 5 min for questions

Lecture 15 min, 12 + 3 min for questions

•The Chair should not allow a speaker to receive questions after the full minutes for the presentation are up. However, the Chair can suggest that any further questions be addressed after all speakers have concluded, in the interest of time.

•It may be a good idea to sit in the front row, facing the presenter during the presentation.

The following lists a few additional things to keep in mind, and hints on how to make the session enjoyable for audience and presenters.

Before the session:
•Make sure you know which session you are to chair; check for any scheduling clashes.

•At the conference, arrive at the room of the session at least 15 minutes prior to the start of the session.

•Check the technology and alert any of the technicians or student of any problems.

•Greet the speakers and make sure that everyone scheduled to speak is present, and that all presentations have been loaded on to the laptop. Not allow to use on laptops.

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•Explain your role to the presenters, so they know to look at you for cues.

During the session:

•Introduce yourself to the audience and give a brief introduction of the speakers and the overall topic.

•Explain the time allocation for each presenter. Explain also that when the minutes have passed the next presenter will be introduced.

•Introduce the first presenter. Check the time when the presentation starts.

•Place yourself so that the presenter can see you without any trouble.

•Be ready to assist with any technical problems.

•Make sure the presenter adheres to the time limit.

•After the presentation, ask if there are any questions, and make sure the questions do not cause the presentation to be too long. If questions remain after the time is up, suggest that the discussion resume after the session. Make sure more than one person gets to ask questions if they want to.

After the session:

•If there is time left, suggest a discussion of topics relevant to the presentations.

•Thank the presenters and the audience for their attention and conclude the session.

Contact:

Aula Magna Patrik Hjelm - +46 8 16 36 82

Bergsmannen/Reinholdsalen - Agneta Sjögren +46 70 811 52 60

Bergsmannen/Reinholdsalen – Ulrika Örn + 46 70 207 48 99

Setting up PDFs for presentation:

Full Screen mode is a property you can set for PDFs used for presentations. In Full Screen mode (CTRL L), PDF pages fill the entire screen, and the Acrobat menu bar, toolbar, and window controls are hidden. You can also set other opening views, so that your documents or collections of documents open to a consistent view. In either case, you can add page transitions to enhance the visual effect as the viewer pages through the document.

To control how you navigate a PDF (for example, advancing pages automatically), use the options in the Full Screen panel of the Preferences dialog box. These preferences are specific to a system—not a PDF document—and affect all PDFs that you open on that system. Therefore, if you set up your presentation on a system you control, you can control these preferences.
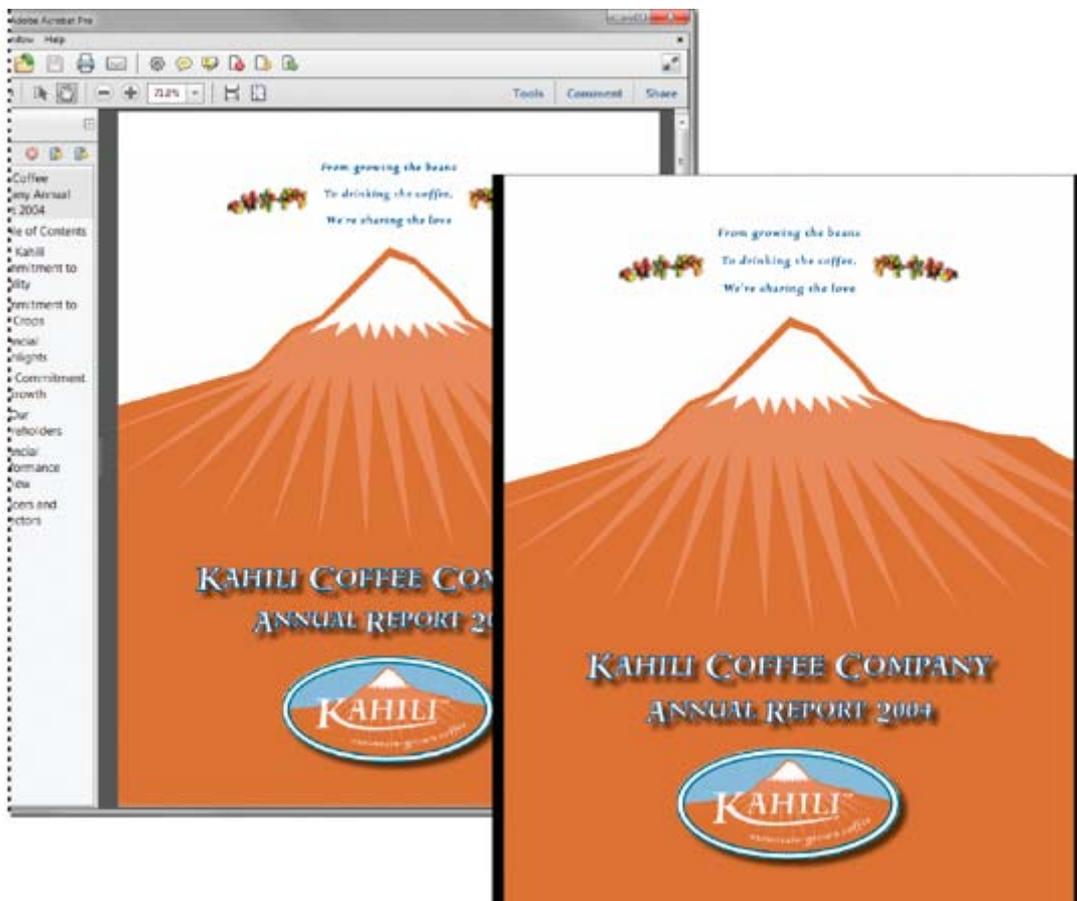
Normal view and Full Screen view.