

Session Chair Guide

Thank you so much for volunteering to chair a session of presentations at the upcoming ILA Global Conference! We truly appreciate your willingness to help make the conference a success.



Your Responsibilities as a Presentation Session Chair:

As the session chair, you play an important role in ensuring a smooth and engaging experience for both presenters and attendees. Here's what we need you to do:

- **Connect with your presenters in advance:** Please log into the conference app and message the presenters in your session to introduce yourself and coordinate as needed before the conference. Please remind them to download the presenter guide if they haven't already. <https://ilaglobalconference.org/presenter-resources/>
- **Arrive early:** Please arrive at your session room 5-10 minutes before the start time to connect with the presenters and ensure everyone is ready.
- **Introduce presentations:** Introduce each presentation segment by presenter name(s) and presentation title. When possible, presentations should take place in the order they appear in the program to help attendees who may be there for just one presentation.
- **Keep time:** Each presentation in a group of 3-4 should be 12-13 minutes. You'll need to give presenters a 2-minute warning and a "time's up" signal. Please be prepared to politely interrupt if a presentation goes past its allotted time. If your session has fewer presenters due to cancellations, etc. please divide the time appropriately between presenters and Q&A.
- **Moderate Q&A:** After all presentations are complete, moderate the collective Q&A and discussion using any remaining time. This format allows for multiple perspectives and synthesis across the presentations. Please do not take questions after each individual presentation. Before you introduce the first presenter, you should let the audience know to hold their questions until all presentations are complete.

Additional Notes:

- Presentation Session rooms are equipped with AV including a laptop, projector, screen, podium, and mic. Presenters should have their slides on a jump drive (usb drive/ thumb drive) that they can plug into the laptop. While we do not have a dedicated AV person in every room, there will be floating AV techs available if there are issues and student room volunteers to help.

If you have any questions or concerns, please don't hesitate to reach out!