



## Guidelines for chairing presentations (provided by the PME International Committee)

As a chairperson, you are responsible for supporting the presenter(s). In this context, you are expected to:

### **Before**

1. Read the paper/abstract in advance (if possible).
2. Come to the scheduled room in good time before the presentation starts, ensure that the room is ready in time for the session.
3. Make sure you have a 5-minute, a 2-minute, and a “time’s up” alert notices.
4. Generally support the presenter(s), especially for presenters who might be presenting their work for the first time, who might not be accustomed to present in English, or who were simply nervous. Please:
  - a. introduce yourself to the presenter,
  - b. make it clear to the presenter(s) that you are there to support them
5. Establish with the presenter(s) if they allow photographing and videorecording for personal use or not at all.
6. Some presenters prefer to handle the discussion themselves; others might want the chairperson to steer the discussion – please ask your presenter(s) for their preference.
7. For OC, establish with the presenters if they prefer short separate discussions after each OC or a longer general discussion after all OC:s (see below).

### **During**

1. Introduce the presenter(s) at the start of the session.
2. Remind the audience regarding photographing, audio- and videotaping the session (see below).
3. Assist in monitoring time – provide a 5-minute and a 2-minute alert, and stop the presentation when the time is up.
4. Assist the presenter(s) during the Q&A discussion, for instance by noticing who wants to ask a question, not overlooking anyone, keeping time etc. There may also be a need to moderate the tone and vocabulary of questions posed.
5. Thank the presenter(s) for their contribution.

### **After**

1. Check for usb-sticks or other properties left behind.
2. Ensure that the room is ready in time for the next session.



### Q&A discussion

Sometimes the chairperson might need to open the Q&A discussion offering some feedback or a question to the presenter before other participants come forward. So, do be prepared with a comment and/or question. Please allow some time for the discussion to take place/start; do not end the session prematurely.

### Videotaping/audiotaping and/or photographing:

These days, many people videotape/audiotape or photograph sessions. Please ensure that the presenter(s) is aware of this and, before the session starts, make sure that the presenter agrees with videotaping, with the video to be used for personal purposes only (the same applies for audiotaping and photographing). Otherwise, please inform the audience that videotaping/audiotaping and/or photographing is not permitted for the duration of the session.

### Time management

For RR and PR, allow 20 minutes for the presentation and 20 minutes for the discussion.

For OC, allow 10 minutes for each presentation including the time it takes for changing over, getting ready etc. Then either facilitate a 10-minute discussion after the presentation (option A), or have all three 10-minute presentations take place first in which case the chairperson facilitates a 30-minute general discussion (option B). Please make certain that questions and comments are available for all presenters. You might need to ask the audience to direct their questions to a specific presenter if the other two presenters have had several questions already.

#### OPTION A



#### OPTION B

