

# OSSA Congress 2023

## Briefing for chairs

Thank you for agreeing to chair a session at the OSSA Congress 2023. Even if you are an experienced chair, please read through the following guidelines.

- On the podium, there will be a chairs' table and one lectern for the speakers.
- If there are any **housekeeping announcements**, you should make these between talks or where there are unavoidable delays.
- You should not allow any **photography** of the presentations. If you become aware of camera flashes going off, you should interrupt the speaker, apologise, and ask for the photography to be stopped.
- **Allocated times:** Strict adherence to the allocated times is very important. It is important that your session starts on time (even if you and the first speaker are the only people in the auditorium), and finishes on time. All the teas and lunches are planned for designated times, and we cannot allow any session to run over time.
- If the speaker continues talking after his/her allocated slot, you should immediately ask them to finish up. If they are still going strong after another minute, you need to interrupt them with something like – "I'm terribly sorry, we would very much like to continue, but we cannot do so at this time". The audiovisual team may then come to your rescue by shutting down the speaker's microphone. You should then move on and introduce the next speaker.
- You should invite all the speakers from the session to answer questions where a question period is indicated. They could sit at the chairs' table. You should prepare a few questions beforehand, in case there is a paucity of questions from the audience. People in the audience can ask questions at the microphones in the auditorium. Try to involve all the speakers, and try to control the length of the responses.
- Most of the sessions at OSSA 2023 do not have an allocated time for discussion at the end of the session. For talks shorter than 20 minutes the speakers should all allocate the last 3 minutes of their time for questions and discussions. For talks longer than 20 minutes the speakers should all allocate the last 5 minutes of their time for questions and discussions.

Happiness will be: A session that starts on time, a good and efficient audiovisual team, speakers who keep to time, and a session that ends on time.

**Enjoy!**