



GUIDELINES FOR SESSION CHAIRS

Thank you for generously agreeing to be a session chair at the ICIS 2018 Conference. In this role you have the great opportunity to bring out the best from the speakers and their interaction with the audience. This is a very important contribution to the overall experience of every attendee.

Responsibilities as a Session Chair

You are charged with ensuring presenters stay on time and maintaining a professional and insightful dialog among the participants of the session. You will introduce each presenter (name, affiliation, maybe an additional piece of insight, co-authors) along with their paper. You are required to bring a laptop that can connect to a projector for presenters to use, along with any necessary display adapters or arrange a suitable device to be brought by the authors in advance. Please note that we recommend you NOT use smart phones or tablets for the presentations.

Please check the online program to re-confirm the day, time and room of the session/s you have been allocated. While we don't anticipate any changes, we cannot not guarantee that this will be the case, so please check the program at least at the start of the conference and on the morning of the day of your session.

Below are some tips to assist you with the chairing process. Most importantly, please ensure you start and finish all presentations on time and keep to the order in the program. Note that some attendees will move between sessions and please factor this into your moderation.

Before the Session

- Please read the papers in your session as this will give you the required deep understanding and allow you to ask relevant questions. You will find the papers in the AIS Library.
- **Please go to your room 15 minutes prior to the commencement of your session. Introduce yourself to the** presenters, get to know them and familiarize yourself with the room. Ideally, each paper is presented by only one speaker.
- Introduce yourself to the AV technician (if any) allocated to your room.
- There will be a space reserved for the session chair in the front row of each room with time cards (5 minutes, 2 minutes, 1 minute).
- Each presentation runs for 30 minutes **including Q&A**.
- Advise the presenters that you will be signaling the time and informing them when they have to stop.



- All presenters should load their presentation onto the laptop in the room, prior to the session.

During the Session

- Begin the session on time and ask that all electronic devices are turned to silent.
- Please make sure you keep time and stay according to schedule.
- Please use the lectern microphone (if there is one) to introduce the theme of the session and the presenters and to moderate the questions. Thank each speaker at the end of their presentation.
- Introduce each presentation with the title, the presenter, the presenter's affiliations. Try to contextualize the paper presented within the theme of the overall track or with references to the conference theme or keynote messages. Presenters will be asked to sit in the front row of the room so they can move to the front quickly at the end of the previous presentation.
- If a presentation is withdrawn or a presenter does not arrive, please do not bring the next presentation forward. Instead use the time for discussions related to the track or the previous paper(s). Attendees will be planning to come to the papers in your session based on the published session times.
- Ensure each session starts and finishes on time. The length of each presentation is 30 minutes. Each presenter has been asked to use 15-20 minutes to making the presentation and 10-15 mins for questions.
- At the end of each presentation be prepared to ask questions yourself, if time allows and no questions are forthcoming from the audience.
- Moderate the Q&A well, i.e. make sure questions and answers are short and sharp, and ensure the discussions remains professional. Ask attendees who ask a question to introduce themselves (name and affiliation).
- Wrap up the session by summarizing the key insights across the papers of your session. You might be even able to identify some commonalities or complementary aspects.
- Finally, highlight any immediate logistical aspects (e.g., location for lunch, advertise poster sessions) to make sure attendees are aware of it.