

## GUIDELINES FOR CHAIRS OF SDC SESSIONS

This note is intended to provide some basic guidelines for chairing the **in-person and/or online** session. The Chair may need to apply some flexibility where necessary. The session would also have a Moderator and Panel Organiser. The Panel Organizer will start the session by welcoming the Chair, Moderator, Speakers, and others on the Panel. He/she will explain the time available for the session, the time each speaker, and others will have for their talk/presentations, and sequence as to how the session will proceed. He/she will then hand over the session to the Moderator. In case there is no Moderator, he/she will moderate the session.. He/she would be present along with the IT team during the entire session to assist.

In essence the Chair's role will be to give opening remarks and then ask the Moderator to proceed. At the end of the session, he/she will highlight key recommendations from the presentations and discussion and give his/her own views on the subject. In most sessions three to four papers will be presented. Some guidelines are shared below:

### 1. KEY GUIDELINES

- a) Please check the preliminary programme for the day and time of the session you are chairing. The online programme will be uploaded closer to the Conference and will be regularly updated giving details of all sessions and speakers at [www.sdpi.org/sdc/](http://www.sdpi.org/sdc/)
- b) In case of an online session, a link will be shared with you in advance. If you face trouble connecting, you may seek assistance from the Panel Organiser who will facilitate with support from the IT team. In case of an in-person session, the session date and time will be reconfirmed by the Panel Organizer.
- c) Kindly log in 5 to 7 minutes before the start of the session to ensure that the audio/video link is working. For in-person session, please arrive 10 – 15 minutes earlier to the venue.
- d) In an online session, the Panel Organiser/Moderator will be there to collect the questions being received in the chat box. During an in-person session, the floor will be opened for a Q&A session.
- e) The panel will last for 90 minutes. Concluding the session on time is of utmost importance as the IT team and other organisers will be required to move to the next online/in-person sessions planned for the day. Presentations running longer than the allotted time may need to be cut short.

Presentation timings:

- Setting the scene by the Panel Organizer. 5 minutes.
- Chair's remarks. 5 minutes.
- Introductions: 5 minutes
- 3 to 4 Speakers: maximum 12 minutes each
- Discussant's remarks: maximum 10 - 12 minutes
- Question-and-answer session: if time is available
- Chair's concluding remarks: 5 minutes.

**2. INTRODUCTIONS:** The Moderator or Panel Organiser will introduce the speakers or they may ask the speakers to give short introduction at the beginning of the session. and inform them of the maximum time they will have to present their paper.

**3. SPEAKERS & DISCUSSANT:** The speakers may be reminded of the allotted time. After the presentations by each speaker, the discussant will be given 10 to 12 minutes to make comments on the presentations.

**4. QUESTION-AND-ANSWER SESSION:** The last segment of the session minutes will consist of the question-and-answer session. The Panel Organiser will collect and share the questions/comments received from the audience. The panellists will be requested to address the questions raised by the audience attending the session in-person.

**5. CHAIR'S CONCLUDING REMARKS & KEY POLICY RECOMMENDATIONS:** As Chair, it would be appreciated if in five minutes, you can sum up some key policy recommendations that have come out of the presentations and discussion.

**6. TIME:** Please ensure that the session finishes on time so that the hall/online platform is available for the next session as scheduled in the day's programme.

Thank you for your kind support.