



Important information for session chairs

- We will be using the **Zoom Webinar** platform. Learn more about Zoom [here](#).
 - Only chairs and presenters can turn on their microphone and camera.
- Zoom presentations will be pre-recorded and streamed during the conference, with a live Q&A session after each presentation.

Role of a #BOUsci24 session chair

- Arrive on Zoom **15 minutes before the start of your session** to check your connection and that the video and audio are working. Guidance on how to do this is available [here](#).
 - If you encounter issues on the day, please contact the organising team via Zoom chat or conference helpdesk on the Slack channel (conference-helpdesk); for any issues before the day, please email conferences@bou.org.uk.
- When you first arrive on Zoom, you will be present as an ATTENDEE. In the break before your session, one of the **organisers will promote you to be a PANELLIST** so that you can take part in the session as a Chair. You will be prompted to accept this request so please make sure to do so.
 - Keep an eye on the Direct Message function** once you have arrived (and throughout the session) for any communications.
- Introduce yourself** and the session at the beginning and remind the attendees of how the session will run (i.e. a 23-minute keynote plus a 5-minute live Q&A with the speaker, then 11-minute pre-recorded talks, each followed by a 3-minute live Q&A with each speaker).
- Introduce each speaker** before their talk and thank each speaker afterwards.
 - There are 2-minutes for introducing keynote speakers and 1-minute for session talks.
 - Mention their name (check pronunciation, pronouns), institution, work, ...
- Once organisers start sharing the presentation after your introduction, **turn off your mic and camera**.
- Once the pre-recorded talk is over, **turn on your mic and camera**.
- Coordinate the Q&A session**, ensuring it keeps to time and questions are constructive.
- Generate a question or two before the end of the talk** just in case there are no questions from the audience; it can take a little time for questions to start appearing in the Zoom Q&A.
- Please do not allow too long Q&A, **and stick to the time according to the programme**.

Inclusivity within Q&A sessions

A note on inclusivity within Q&A sessions: research on question-asking behaviour at conferences is beginning to shed some light on how conference organisers can encourage questions from a diversity of participants (e.g. [Carter et al. 2019](#)). As Chair, you are in a position to influence this, for example, by giving a session welcome that encourages questions from all, and in considering from whom, and in what order, you select questions. We encourage you to consider this when running the Q&A sessions.

Programme, abstracts, guidelines

- All event details can be found on the main [BOU conference resources page](#).
- The conference timings are given in the programme in GMT ([time zone converter](#)).**

Other notes, technical support

- The whole conference will be recorded and shared with registered participants post-conference.
- We ask all participants in any BOU event to abide by our simple event code — [see here](#).
- If you have any questions or encounter an issue during the conference, please email conferences@bou.org.uk. For a quicker answer, use the chat function in Zoom or the Slack channel “conference-helpdesk,” and one of the conference organisers will get back to you as soon as possible.