

CSSR Chair Guidelines (2014)

As panel chair, your role is to **introduce the presenters/panelists** (educational background, career stage, 2 or 3 accomplishments, & current research), **ensure that a presentation/panel does not exceed time limits**, & if possible **stimulate discussion** &/or **develop connections** among papers.

Please ensure that all sessions start on time, and that you:

1. Approach each panelist/presenter in advance of the conference and introduce yourself, ideally a few days prior to the meeting, by email or in person.
 - a. Encourage presenters to **practice presentations** so that they are no longer than 30 minutes (for two person sessions), 20 minutes (three person sessions), or 15 minutes (four person sessions).
 - b. If possible, ask presenters to submit (or discuss with them 15 minutes prior) a **75 word bio** with which you introduce them. This should include details relating to educational background, career stage, 2 or 3 accomplishments, & current research. *All introductions should be the same length.*
 - c. Remind presenters to test media and equipment in advance.
2. Indicate that CSSR sessions as a general rule are 90 minutes in length & that:
 - a. In four person panels each presenter is allotted a total of **15 minutes** for presentation, and **5 minutes** for questions. That leaves an additional 10 minutes as a buffer for group comments and discussions and media difficulties.
 - b. In three person sessions, each presenter is allotted a total of **20 minutes** for presentation and **5 minutes** for questions. That leaves an additional 15 minutes as a buffer for group comments and discussions and media difficulties.
 - c. In two person panels, each presenter is allotted a total of **30 minutes** for presentation and **5 minutes** for questions. That leaves an additional 20 minutes as a buffer for group comments and discussions and media difficulties. *Chairs in these smaller panels may opt to also act as discussants teasing out the significance of each paper.*
3. Bring flashcards or use sheets of paper to indicate to the presenter (make sure she/he sees the card indicating the amount of time remaining) during the session when she/he has 5 minutes or 2 minutes remaining and when she/he is out of time. Please be firm with presenters so that everyone has an equal amount of time to present and discuss his or her work.
4. Panelists may take up to 5 minutes of questions following her/his presentation, depending on the total time of the presentation. For instance, if a presentation is 21 minutes long, that person would be allowed to receive 4 minutes of questions. Questions may be asked of the entire group once the panelists have all presented.
5. Announce the procedure for questions & time limits to the audience .