

# Guidelines for Technical Session Chairs

## 1. Technical programme

The technical programme is organised into a series of parallel sessions linked to the conference themes. Larger themes are split over several sessions. The sessions are designed to provide an opportunity for each speaker to present a pre-recorded summary of his/her paper's research and/or practice contribution, while also providing time for an interactive discussion, chaired by a nominated chairperson and a co-chair. As with any other recognised international conference, there is power beyond learning in meeting peers. In order that the technical sessions run smoothly, it is important that all speakers and chairpersons adhere to the following guidelines. A copy of the programme is available to download from the symposium website at [http://cabaret.buildresilience.org/2020\\_Symposium/programme.html](http://cabaret.buildresilience.org/2020_Symposium/programme.html).

## 2. Conference delivery mode

Due to the current restrictions associated with arranging face to face major events, the symposium will be held as an online event. Systems will be in place in making sure the parallel sessions are organised and run smoothly. Arrangements will be made for the two co-chairs and the presenters to meet and greet online 15 minutes prior to their session.

In facilitating this process, all speakers and session co-chairs need to register here:

[http://cabaret.buildresilience.org/2020\\_Symposium/registration.html](http://cabaret.buildresilience.org/2020_Symposium/registration.html)

## 3. Guidelines for chairpersons

The chairperson is responsible for introducing each speaker before their pre-recorded presentation video is played; facilitating the subsequent discussion and questions between the speakers and the audience; ensuring the session runs to time; and, reporting back to the Conference Chair on the outcomes of the session. All technical matters will be handled by the Symposium technical team and a technical support person will be available online for each session.

All chairpersons should log into the respective session area (online) 15 minutes prior to the start of their session.

- Session chairs need to familiarise themselves with the presenters in their session. From the programme you will see the presentations that are listed in your session and you can track those abstracts from the conference book by following the abstract ID. Additionally, copies of abstracts of each session will also be emailed to the co-chairs several days prior to the Symposium.
- Before the first presentation is scheduled to be presented, introduce the session, introduce yourself, make any announcements, and state the session rules. Also request the audience to direct their questions via the chat box in the end of each presentation.
- Each session includes a chair from academia and a chair for policy/practice. Please agree responsibilities before the start of the session. It is suggested that the representative from academia introduces the speakers and moderates the discussion. The chair from policy and practice is encouraged to ask relevant questions of the presenters and also summarise key points to emerge from the session, including any points that may be referred to the final plenary discussion and 'Colombo Declaration'.
- It should be noted that all of the presentations will be presented as pre-made 10-minute videos (instead of the live presentations), and these videos will be played by the technical support person assigned to your presentation session, on your command. This is to ensure the smooth running of the session.
- However, the presenting authors will be present in the meeting room as per the author guidelines, in order to answer the questions from the panel and the audience.

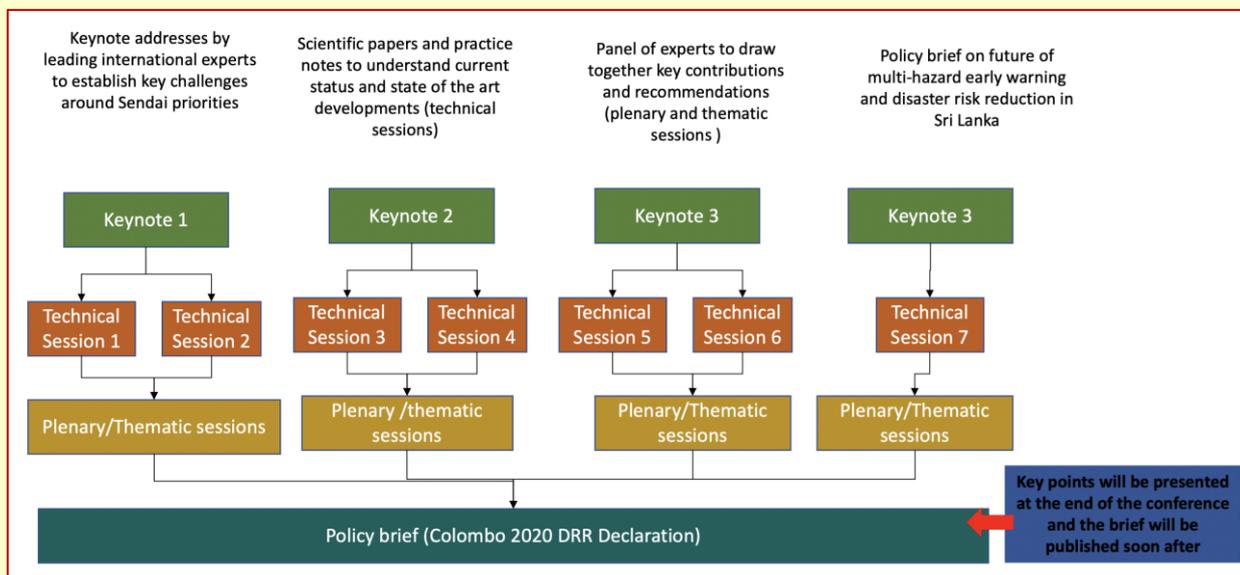
- If the presenting author is absent from the zoom meeting room at the start of your session (as per the presenter guideline), his/her presentation video will not be played.

#### 4. Chairing the session

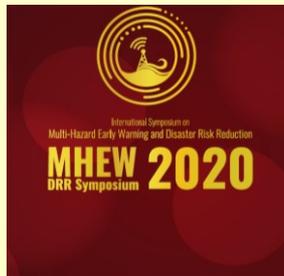
- After your initial introduction and introducing the first speaker, you should ask the technical person to play the first video-presentation.
- Once the video presentation is over, an additional 5 minutes is provided in the schedule to allow for questions. The chair can decide whether the questions will be entertained at the end of each presentation or at the end of the session. As co-chairs, feel free to adjust the timing of questions, to take advantage of any additional time afforded by one or more presenters not appearing.
- Online audience members will be provided with an opportunity to ask questions via the chat box function, and this process need to be managed by the session co-chairs. The session chair can choose which questions should be directed to the presenting author. If no questions are forthcoming from the audience, please be prepared to ask a question. Copies of abstracts within your session will be sent to you prior to the session. Please take the time to familiarise yourself with these before the session.
- Then for each of the remaining video presentations, you can repeat the same above procedure.
- It is good practice for the session chair to summarise the session at the end, reflecting on the research presented and any implications for policy and practice.

#### 5. Input towards Colombo 2020 DRR declaration

The structure of the overall symposium is illustrated below.



Every session of the symposium will contribute towards the **“Colombo 2020 DRR Declaration”**. This will be launched on the 16<sup>th</sup> December 2020 during the closing ceremony. It will set out priorities on DRR for Sri Lanka in supporting the implementation of Sendai Framework for Disaster Risk Reduction 2015-2030. It will promote and support the availability and application of research, science and technology to policy, practice and decision-making in DRR. In supporting preparation of this **“Colombo 2020 DRR Declaration”**, every session chair team is expected to prepare a summary of their session and email the completed template to Dr. Nuwan Dias ([n.dias@hud.ac.uk](mailto:n.dias@hud.ac.uk)) within **one hour after the end of session**. Please use the template below for this purpose:



**Session summary: key points as input towards “Colombo 2020 DRR Declaration”**

<b>Date</b>	
<b>Time</b>	
<b>Title of the session</b>	
<b>Names of session co-chairs</b>	
<b>Key points captured during the session</b>	