Guidelines for session chairs

Technical programme

The technical programme is organised into a series of themed 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 brief summary of their paper's research and/or practice contribution, while also providing time for discussion, chaired by a nominated chairperson. As with any other recognised international conference, there is power beyond learning in meeting peers face to face. 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 conference website and will also be given to all delegates when they register at the conference venue.

Guidelines for chairpersons

The chairperson is responsible for introducing each speaker and ensuring they keep to time; facilitating the subsequent discussion and questions between the speakers and the audience; and, reporting back to the Conference Chair on the outcomes of the session.

All chairpersons should arrive at the session room 15 minutes prior to the start of their session. This will allow speakers to introduce themselves to you. We strongly encourage you to take advantage of the Tea and Coffee breaks, Lunch or Evening Programme events to meet the speakers in your session.

- It is the responsibility of each presenter to contact the session chair in order to find out details on the session arrangements. However, session chairs need to familiarise themselves with the presenters in their session.
- As the session chair, it is your responsibility to be in the allocated room at least 15minutes before the session begins. This will provide an opportunity to meet with each of the presenters and to obtain a short biography for the purpose of an introduction during the session.
- For the reasons of giving the practitioner and policy makers, the exposure they need, we have identified 2 chair persons each for every session. Please be mindful about this during your session.
- Before the first speaker is scheduled to go through his/her slides, introduce the session, introduce yourself, make any announcements, and state the session rules.

Structure of the Session

Each author/presenter is generally allowed 10 minutes to deliver their presentation (as per the speaker guidelines), with an additional few minutes provided for questions and transition between speakers. All the slides will be made available to the presenters within the allocated room, thereby allowing for smooth running of presentations. The chair can decide whether the questions will be entertained at the end of each presentation or at the end of the session.

As Chair, feel free to adjust the timing of presentations to take advantage of any additional time afforded by one or more presenters not appearing.

Biographical Sketch

Please use the time immediately prior to the session to collect pertinent information from the speaker that can be used during an introduction to each presentation.

Audio-visual Aids

A technical support person will be available in the room at least 15 minutes prior to the session to ensure that all equipment is working properly and to assist speakers in operating the equipment. All available PowerPoint presentations will be uploaded to the PC prior to the start of the session. Inevitably, some speakers may update their presentations immediately prior to the session.

Time Allocation and Control

- Manage the session and control presentations to maintain the overall schedule of the papers. Please be aware that time is limited. It is also important to ensure each presenter gets equal time to present his/her work.
- Be certain that the speaker can be heard by the audience and if necessary, interrupt the speaker and ask him/her to speak more clearly.
- Please make every effort to start the session on time and to adhere to the scheduled times in the printed programme.

Questions

Audience members should be provided with an opportunity to ask questions. If no questions are forthcoming from the audience, please be prepared to ask a question. Copies of papers within your session are included within the session chair pack. Please take the time to familiarise yourself with these before the session.
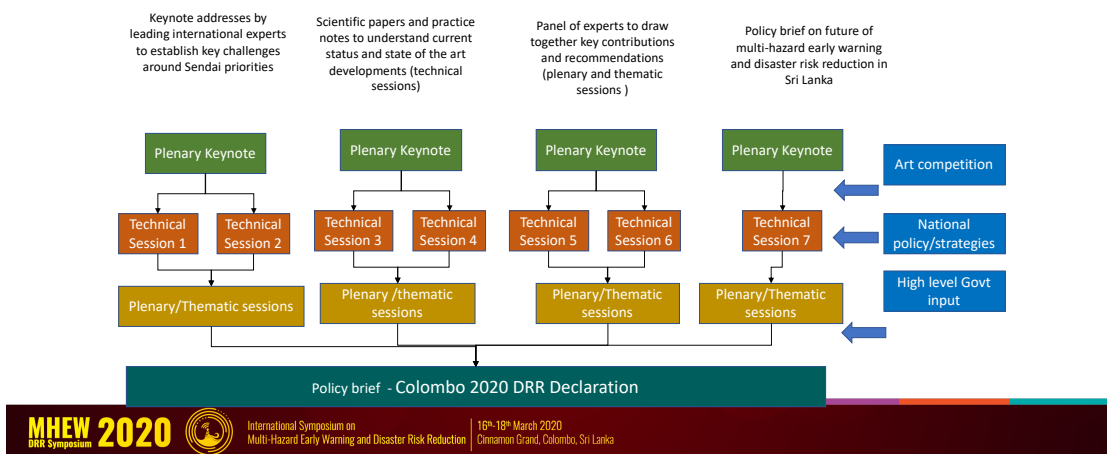
Closing the Session

It is good practice for the session chair to summarise the session at the end, reflecting on the research presented.

Input towards Colombo 2020 DRR declaration

Structure of the overall symposium is illustrated below.

Structure of the Symposium

Accordingly, every event that will be held as part of the conference will contribute towards the "***Colombo 2020 DRR Declaration***" that will be launched on the 18th march 2020, during the closing ceremony, highlighting   road map on DRR priorities for Sri Lanka, in supporting the implementation of Sendai Framework for Disaster Risk Reduction 2015-2030, by means of promoting and supporting the availability and application of research, science and technology to Policy, Practice and decision-making in Disaster Risk Reduction. Towards preparation of this "***Colombo 2020 DRR Declaration***", every session chair team is expected to prepare a summary of their session and handover the key identified points immediately after the closing of the session. Malith Senevirathne will contact you for these. Pls use the tample as provided below for this purpose:

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

Date	
Title of the session	
Time	
Names of session chairs	
Key points captured during the session	