

## **GUIDELINES FOR CHAIRING A SESSION AT MAESA CONFERENCE**

### **Thank you for taking the role of Chairperson.**

Please note that oral sessions are being held in Pyay, Mandalay, Bagan and Inle rooms. Please check our website where the program is attached online under our logos (<http://maesa.org/>) for updates closer to the meeting dates.

- Please take the microphone to formally announce the beginning of the session. If needed, politely encourage the audience to settle into their seats. Introduce yourself as Session Chair.
- For each talk, please give a brief introduction of the speaker and the title of their talk. MAESA will provide you with brief biodata on the speaker. In the case where the speaker has neglected to send his/her biodata to MAESA, his/her department will be available in the Abstract Proceedings.
- Please alert speakers who exceed the allotted time when necessary. All sessions must be kept on schedule for both the audience and other speakers according to the approved program.
- Please let your speakers know how you will notify them when they are nearing their presentation time limit, and how you will interrupt them once they reach the end of their allotted time. MAESA will provide the Chairpersons with cards and other means to alert the speakers.
- Only an author listed on the abstract may present. No other substitutions are permitted.
- If a paper has been withdrawn or a speaker does not appear, please call for discussion of previous papers in that session or call a recess. Please do not start the next paper until the time listed in the program.
- Please familiarize yourself in advance with the pronunciation of names and affiliations.
- If needed, you may prompt speakers to speak more audibly, slowly, or clearly.
- The Chairperson, not the speaker, will conduct the discussion by calling for audience questions. During discussions, participants should identify themselves and speak audibly, so the audience can hear the questions and replies.
- If no questions are asked from the audience, Chair is encouraged to ask questions for further discussion, time permitting. Conversely, if the talk draws a large numbers of comments, please moderate as necessary. If time expires, you may ask the audience to discuss issues with that speaker after the end of the session.
- No new presentations may be added to the session.
- Each oral session room is equipped with computer projection equipment. All presentations MUST be pre-uploaded in advance with the help of MAESA volunteers to the presentation laptop in that particular venue. Speakers have been requested to upload their presentations preferably the evening before or in the mornings from 7:30 am to 8:45 am.
- As Chair, please keep the session on schedule since some participants are counting on this schedule to attend presentations in different rooms. Please, therefore, do not allow the session to overrun.