ECER Guidelines for Chairpersons

Firstly, thank you for agreeing to be a chairperson. As a chairperson, you are one of our most valuable participants and we hope you will take the little extra time to read these guidelines so that you are familiar with what is to be done on the day and can then relax and enjoy the session you are chairing.

New at ECER 2024: Presentations must be uploaded to Conftool before the conference and presented via Conftool during ECER.

For IT-security reasons, the University of Cyprus has a strict policy regarding the use of USB flash drives on their computers. Whenever a USB flash drive is put into a computer and a virus is detected, the computer will shut down and cannot be used before it has gone through data cleaning. In order to avoid the computers being shut down during ECER, we ask all presenters to upload their presentation to Conftool. **As session chair, we ask you to, if necessary, assist the presenters in finding and opening their presentation file. We will send you complete instructions on how to do this in due time.**

Checking the time and location of your sessions

Check that the time and location of the session have not changed and that you know where the room is. You can check in Conftool or in Whova, the ECER 2024 conference platform and app. We recommend you check at the beginning of each conference day.

Conftool:
Log in to your user account in Conftool (www.conftool.com/ecer2024/). Click either on "Show User Account Details" to see the time, date and location of all the sessions you will be chairing or on "Information for Session Chairs and Moderators" to view complete session information, including the abstracts.

Whova:
To view in Whova the sessions you are chairing, click on "Agenda" and search for your name in the search field. You will see an overview of all sessions you will be involved in. The overview in Whova is a bit complicated to understand at first so here is a detailed explanation:
- If you are a chairperson in a session, you will see your name after "Moderator".
- If you are a presenter in a session, you will see your name after "Speakers".

The link to the conference app will be sent out well in advance of the conference.

- Be sure to use the first email from your Conftool account to login to Whova.

Late changes to the programme

With a conference of this size, there will always be some last-minute changes to the programme. You can find the updated programme in Conftool and in the conference app Whova.

2 tweet or not 2 tweet

As you know, conference participants are often very active on social media, especially via Twitter/X. While many scholars appreciate having their name and associated work shared via social media, others would prefer their work not be shared.

We suggest the following:

- As a presenter: State clearly at the beginning of your presentation if you would like your work to be shared via social media or not.
- As a participant: Please respect the presenters' preference and only share if permission has been given to do so.
- **As a chairperson: It would be very helpful if you mentioned before the session begins that presenters are welcome to make their tweeting preference known.**

Things to do during the session

Please get to the session room early enough to check that all equipment (computer, projector) is in place and running. If there is a problem, please contact one of the volunteers or the EERA Desk.

Check that all of the presenters are present. Introduce yourself to the presenters and agree with them in advance how much time will be allowed for their presentation and how much time for questions and discussion. You can find information on formats and lengths of presentations here: https://eera-ecer.de/conferences/ecer-2024-nicosia/submission/formats-of-presentation

Please show the Time Cards (more information on these below) to the presenters and explain that you will be holding them up as necessary. Please keep in mind that long introductions and discussions about how to proceed etc. will reduce the amount of time available to the presenters. If the session room is very big, please encourage the participants to all come together at the front of the room.

If, unfortunately, some presenters fail to turn up to the session, please agree with the audience and other speakers how the extra time should be used (it may involve an earlier finish, a break, or allowing longer for each speaker and/or the Q&A). Try to ensure that each speaker is given the same amount of time for the presentation and discussion of their paper.

If it is a paper session, it is preferable that questions and discussion take place immediately after each presentation since the conference runs parallel sessions and some delegates will wish to change rooms between presentations.

Time Cards

As you know, it is very important to keep to the allotted time. Please be firm when reminding speakers to stop.

In order to assist you in helping the presenters keep to the allotted time, you will find a Time Card on the front table of the session room. This is a two-sided time card, one side is green with the information "5 Minutes" and the other side is red with the information "2 Minutes". Please hold these up as necessary.

Thank the presenters at the end and encourage those who wish to engage the speakers in lengthy discussion to do so over coffee.

Overview of Sessions

In each session room you will find a blue folder on the front desk. In this folder you will find a list of all sessions which will take place in this room, including a list of the presentations (ID numbers and titles) in each session.

Things to do after the session: Session Survey

We would like to ask you to submit information on the number of session participants and on any presentations which did **_not_** take place. We would very much appreciate your help in gathering this important and useful information.
https://questionpro.eu/t/AB3upQ2ZB3vvWF

Make sure that any equipment is left in a manner which prevents accidents. If you have time, check the room for lost property and hand anything into the EERA Desk or Local Help Desk.

Important: Please leave the Session Overview Folder on the chairperson's table.

Thank you!

https://questionpro.eu/t/AB3upQ2ZB3vvWF