

## 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.

### 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 Floq, the ECER 2025 conference platform and app. As at a conference of this size there will undoubtedly be last-minute changes to the programme, we recommend you check several times daily.

#### **Conftool:**

Log in to your user account in Conftool (<https://www.conftool.com/ecer2025/>). 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.

**Floq:** (You will receive information on how to access Floq approximately 2 weeks before ECER). To view the sessions you are chairing in Floq :

- Be sure to use the first email from your Conftool account to login to Floq.
- Search your name in "Authors". You will see the list of sessions you chair and present in.

### Accessibility at ECER 2025

- If there is a microphone available, please ensure that all presenters and speakers use the microphone. If questions are asked without a microphone, please make sure the question is repeated into the microphone before it is answered.
- Each computer in the conference rooms has Microsoft Office 365, which includes the Live Captions and Subtitles feature.
  - Please remind presenters to use this option to help improve accessibility. Remind presenters to use the microphone, as this will improve the accuracy of the captions. A volunteer will be present in each room to upload presentations and ensure that the app and captions work properly.
- Please welcome people who need to stand or walk when presenting or listening as sitting for an extended period of time is difficult for many people.

### 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.

### Overview of Sessions

The overview of all sessions taking place in the room can be viewed via the QR code in the room document outside the room and on the table at the front. Open the link, scroll to find your session and click on it to view the presentations in the session.

## 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-2025-belgrade/submission/formats-of-presentation-and-length-of-presentations>

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.

## Things to do after the session

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 Welcome Chairperson and Session Room with QR code documents in the room.

**Thank you!**