



How to chair a session at the Atlantic Schools of Business Conference

Thank you for agreeing to chair a session at ASB!

Here are instructions to guide you:

- Please arrive at your room 5-7 minutes before your session begins.
- Meet and welcome the authors.
- Each room has a computer and projector. The log in credentials will be communicated to you.
- Encourage authors to save their papers on a USB stick and upload their presentation on the computer at the start of the session.
- ASB paper sessions are 90 minutes. Please divide the time equally between papers.
 - Example: A session with 3 papers would mean allocating 30 min per paper.
- Typically, authors should spend 15 min to present their work and 15 min for question and answer.
- Unless authors specify otherwise, a question period should follow each presentation. This allows attendees to focus their feedback on one paper at a time.
- Try to ensure that the answers are longer than the questions. You can prompt speakers by saying, 'did you have a question?'
- During question and answer, allow people who have not asked a question a chance to speak before letting someone speak for a second time.
- If there are many questions and time is running out in a session, please suggest that the author take questions and withhold answers.
- As the chair of the session, please ask your questions last.
- ASB is a developmental conference. Please ensure the tone of the questions and comments are constructive and developmental.
- Please use timecards (5 min left; 3 min left; 1 min left). You can make your own or use ours, found at the registration desk.

Being strict means being fair!

- Be strict with the speaker. If they go over time, they may take minutes from the next speaker.
- Be strict with the audience. Ensure that audience members are collegial, developmental and don't hog the stage.
- Be strict with yourself. Ask your questions last. Ensure the audience has a chance to ask all their questions.