Society of Environmental Toxicology and Chemistry Europe

Annual Meeting Session Chair Guidelines

The role of Session Chairs at SETAC Europe Annual Meetings is important to the success of the sessions. Please note the following guidelines to ensure smooth operations of the Annual Meeting in general and your session in particular.

GENERAL

- Review the **programme** of your session to check for withdrawals and subsequent changes. An up to date overview of all sessions is available here (searchable database). At the meeting, check the errata sheet in the programme book for any last minute changes to your session.

- Write a **session summary** and send it to roel.evens@setac.org and Globe@setac.org immediately after your session (Wi-Fi will be available in the conference centre). This summary will be published in the Globe (if you give permission to publish). Just have a look at the guidelines and announce the major conclusions of your session to about 6000 environmental scientists across the globe.

- For questions or comments on the scientific programme, please contact Roel Evens at the SETAC Europe office (roel.evens@setac.org).

A. PLATFORM SESSION

Responsibility before the meeting

Platform session chairs are advised to start writing their session summary before the meeting, based on the (extended) abstracts (downloadable from this webpage). The highlight overview can then be completed during the actual session, and submitted through roel.evens@setac.org and Globe@setac.org.

Responsibility before the session starts

- Be in the session room at least 20 minutes before your session starts to meet the presenters in your session and to review logistics, needs and content as well as to check your information on the presenter's affiliation and name pronunciation. Presenters have been instructed to be in the session room 20 minutes before the beginning of your session to introduce themselves to you.

- Ensure that presenters are present and that they have uploaded and checked their presentation and that the presentation can be opened on the session room computer to prevent unpleasant surprises during the session. Staff will be available in every session room for assistance.

Responsibility during the session

- At the start of the platform session, one of the session chairs should welcome the audience and speakers, and provide a 5 minute introduction summarising the theme and objectives of the session. To keep on schedule and not deprive the first speaker of time, please keep to the scheduled time for this introduction.

- Introduce the speakers, their affiliation and the title. Session chairs must be prepared ahead of time and have name pronunciation and affiliation correct.

- **Keep the sessions on schedule** with respect to the following presenters and the audience. Each platform slot consists of exactly 20 minutes, with MAXIMALLY 15 minutes allowed for the presentation and AT LEAST 5 minutes for Questions & Answers. Do not hesitate to cut off a speaker if he/she exceeds the scheduled 15 minutes presentation time (if you receive complaints from speakers, please direct them to the SETAC staff or the meeting organisers who have instructed you to keep to time). It is VERY important that all sessions are in sync with each other to allow the audience to move from one session to the other without missing any part of the presentation.

- Under no circumstances shall a session chair change the published order or timing of the programme. If a talk is missed for some reason (lighting, projection failure, etc.), add it to an empty break or at the end of the session. Post an announcement of the change and make an announcement at the start of the time period it was to be at. Inform the SETAC staff at the registration desk.

- Familiarize yourself with the room and check the lights, sound and projection. Session room assistants will be available to assist with these tasks. The session room assistants have been instructed how to operate. If problems arise and cannot be managed by the session room assistants, inform the SETAC staff on site immediately and take any necessary corrective action in the interim.
- Chair the question period. Restrict questions to the time slot. Use good judgment to include as many people as reasonable to participate. Ensure that questions are clear and are easily heard throughout the room. Intervene if questions become unprofessional. A microphone will be available for questions from the audience; the session room assistant will operate the microphone. Be prepared to initiate the discussion if there are no questions from the audience.
- Try to start a discussion if there is a cancelled or "no-show" presentation.
- At the end of the session, one of the session chairs should provide a brief (max 5 minutes) review of new developments and the significance of the presentations during the session and thank the audience and speakers.

Responsibility after the session
- Complete the **session summary** and send it to roel.evens@setac.org and Globe@setac.org immediately after your session (Wi-Fi will be available in the conference centre). This summary will be published in the Globe (if you give permission to publish). Just have a look at the guidelines and announce the major conclusions of your session to about 6000 environmental scientists across the globe.
- Inform SETAC of any presenter no-shows.
- If you have any comments or suggestions for future meetings please provide a brief written report to roel.evens@setac.org.

B. POSTER SPOTLIGHTS

If your session includes a poster spotlight, please note the following:
- Poster Spotlights are meant to be a very short (2-3 slides maximum) presentation of posters. The author should focus on the main aim of the research and only mention one or two key findings. The purpose of the spotlights is to stimulate the audience to view the poster and to discuss the research with the author during the breaks or poster social in the exhibition area where the poster is displayed on the same day. This format does not allow detailed discussions after each poster spotlight. A general discussion at the end of all the poster spotlight presentations is foreseen instead.
- Please take good care that the individual poster spotlight presenters **keep to the scheduled time** (depending on the number of poster spotlights in the last 20 min slot, 4 to 5 min each).

C. POSTER SESSION

- Posters have to be put up by the presenters between 7:45 and 8:10. All posters will be located in the poster and exhibition area. The authors have received instructions where to put up their poster and SETAC staff and student volunteers will be available to assist. Your presence as a session chair is not needed during the poster set up.

D. POSTER CORNERS

If you are leading a poster corner discussion, please note the following:
- Posters have to be put up by the presenters between 7:45 and 8:10. Posters scheduled for a poster corner discussion are grouped and shown in the poster and exhibition area. The authors have received instructions where to put up their poster and SETAC staff and student volunteers will be available to assist. Your presence as a session chair is not needed during the poster set up.
- Poster corners discussions are scheduled during the poster sessions on Monday, Tuesday and Wednesday. They will run from 17:30h to 18:00h. Please keep to the programmed timing.
- Be prepared to give a brief introduction to the shared topic of the posters displayed in the poster corner at the beginning of the discussion.
- Be prepared to initiate, stimulate and facilitate the discussion between the authors and the audience.

Many thanks for your contributions to make this a successful meeting!