

SESSION CHAIRING

- Please arrive in the room 5 to 10 minutes before the session begins.
 - You may wish to identify the session speakers and introduce yourself to them during that time.
 - You may also wish to check the pronunciation of their names.
 - Please invite speakers to save their powerpoint presentation on the desktop of the laptop provided.
 - Should speakers wish to use their own laptop, ask them to set up during the question time of the talk preceding theirs.
- At the start of the talk, you need to introduce speakers to the audience by name and affiliation (see room programme provided). It is also desirable to announce the title of their presentation. For example:
“This morning session begins with a presentation by Vyv Evans from the University of Brighton on *Semantic representation in LCCM theory*”.
- Please be seated at the front of the room in full view of the speaker.
- 4 chairing cards are provided:
 - 10 minutes left
 - 5 minutes left
 - 1 minute left
 - time is up

Please flash the cards at the appropriate times for the speaker to see.

- Once the talk is over, please thank the speaker. Allow time for applause and invite questions from the floor. (It might be useful to tell the audience how many minutes there are for questions).
- If there is absolutely no time left for questions, please ask people to address their questions and comments to the speaker after the session during a break.
- Please ensure that each talk begins and finishes at the time specified on the programme. Please do not introduce a talk before the time at which it is due to start (allow for a few minutes break instead – this is relevant if a talk is cancelled or if a talk and its question time is over before the due time).
- If a presenter goes over the 30th minute of their allotted time, please stand up and inform the person that their time has unfortunately expired and would they please leave the floor for the next speaker. You may advise the audience to catch up with that particular speaker at a later time after the session.