

EPC 2022 Chair Instructions

The European Population Conference 2022 is just around the corner! Great session chairs are an important ingredient to make EPC 2022 another memorable event so your work as chair is highly appreciated. Here are a few reminders and practical suggestions to help you with your task.

- Sessions last 90 minutes, should start on time and cannot be extended. The chair should keep the time.
- In sessions with 5 presentations, each presenter has 12 minutes to present; in case of 4 presentations 15 minutes can be allowed to each speaker; presentations in Flash sessions are 5 minutes.
- Discussion is key in any session, so the chair should allow sufficient time for discussion.
- There are no discussants at EPC 2022; the discussion will be moderated by the chair.
- The chair may organize the discussion as seems fit. However, discussion immediately following a presentation works best and gives a level playing field to all presenters.
- If the discussion is slow to start, the chair may kick off with a question, but in principle priority should be given to questions from the floor.

This EPC will be the first hybrid edition ever. In many sessions, there will be both on-site and online presenters. To help the hybrid sessions run as smoothly as possible there will be a Room Monitor present during each session. The Room Monitor will assist you to work with the Blackboard Collaborate platform that will be used for EPC 2022. For example, the Room Monitor will help to switch between on-site and online presentations. The hybrid model also has implications for you as a chair:

- In the hybrid format it is vital that chairs make sure that both on-site and online participants can join the discussion. So, chairs should keep a close eye on the chat box in Blackboard Collaborate! For this reason, we ask you to bring your own laptop to the session.
- According to your own preference, you can either ask online attendees to pose their question in the chat box, or to indicate in the chat that they wish to ask their question live.

Important!

Chairs as well as Presenters and the Room Monitor are urgently requested to be in the room (or join online) at least 15 minutes before the session starts. Chairs should then:

- Check that all presenters are present (in the room or online) and that on-site presenters upload their presentation on the device in the session room using a memory stick (the Room Monitor will assist). Note that onsite presenters cannot use their own device for presentation. Online presenters should test to share their screen before the session starts.
- Explain the conduct of the session (order of presentations, timing, discussion) and address any technical issues with Room Monitor.

- If you have both on-site and online presenters in your session, we recommend that you first allow those online to present. If for some reason they have technical problems, they can sort those out with the Room Monitor while an onsite presenter steps in. Please avoid unnecessary switches between onsite and online presentations.

Enjoy your Session!