

Guidelines for parallel session chairs at ECHE 2010

Step by step guide for the chairs of parallel sessions

Thank you!

Thank you for accepting to be a chair of one of the parallel sessions at the upcoming 8th European Conference on Health Economics, **ECHE 2010**, 7-10 July 2010, Finlandia Hall, Helsinki, Finland.

The purpose of this guideline is to provide you with guidance on duties of a chair. **Please note** that you will must have paid the registration fee for the ECHE 2010 conference. Chairs and presenters are **not** exempt from paying the conference registration fee.

ECHE parallel sessions

The conference programme includes 11 parallel sessions, four on Thursday, five on Friday and two on Saturday morning. All parallel **sessions last for 75 minutes**.

If you are unable to act as chair for a session at the times agreed, please contact Merja Paimensaari from the Local Organising Committee as soon as possible at merja.paimensaari@thl.fi.

Key duties of the chairs

- **Helping speakers to make the best of their presentations**
- **Ensuring best use of the limited time for discussion**

So please could you:

- Make every effort to keep speakers to time - this is your most important task. They have all been asked to keep their presentations to 12 minutes in length, with an additional 3 minutes for discussion. In some cases, especially where presentations have been withdrawn from the programme, there may be time available for discussion at the end of the session. Please determine how much time should be allotted to each presenter and to questions before the session begins and notify the presenters if they will have a few extra minutes. **The total time for each parallel session is 75 minutes**, this time should not be exceeded.
- Support and assist the speakers, especially if this is their first conference presentation
- Stimulate as much audience participation as possible within the limited time available. (If discussion does not occur spontaneously, you may want to ask the audience a few questions – e.g. does everyone agree with the speaker about the points raised? or Has anyone in the audience had similar experiences?)

Conference Assistants

Conference Assistants should be present in all presentation rooms. Their role is to help presenters or chairs unfamiliar with PowerPoint, and contact the audio-visual (AV) technicians or the conference secretariat in case of problems. The conference venue will provide equipment to support Microsoft PowerPoint presentations. The use of other formats may be able to be accommodated, but presenters should have confirmed this well in advance of their presentation.

Step by Step Guide to Chairing a Session

Please could you:

1. Arrive 10-15 minutes early to meet your Conference Assistant and the presenters (who have also been asked to arrive 10-15 minutes early). If presenters are not in the room as scheduled, you may want to ask the Conference Assistant to contact the Secretariat.
2. **Remind presenters that they are expected to stop after 12 minutes.** Warn presenters in advance that you will signal when there are 3 minutes left, and again when there is 1 minute left, and that you may be ruthless about stopping them after 12 minutes.
3. Before the start of each presentation, briefly introduce each speaker.
4. When the 12 minutes are up, open the presentation up for discussion for a further 3 minutes.
5. At the end of each session, please thank the speakers.