GUIDELINES FOR SESSION CHAIRS

The Session Chairs have five key duties:

1. **Prepare for the session**
2. **Meet the speakers at the preparatory meeting**
3. **Explain the safety instructions**
4. **Evaluation forms**
5. **Manage the session**

Ad 1. Prepare for the session
An email with the presentations in your session will be sent to you. The email includes information on how to access the extended abstracts that will be presented. This can help you to prepare questions (see also "*Ad 5. Manage the session*").

Ad 2. Meet the speakers at the preparatory meeting
All session chairs will receive access to the extended abstracts in their sessions and are advised to read them beforehand. This is to become acquainted with the specific nature of the planned presentation material and to prepare a couple of extra questions in case there are none from the audience.

The preparatory meeting schedule is available in the section for speakers and session chairs on the EAGE website (this link). This meeting, between the chairpersons and all the presenters, is scheduled 30 minutes before the start of the morning or afternoon session. At this meeting chairpersons are requested to:

- Check if all the presenters are present;
- Stress the importance of time keeping: 20 minutes presentation time and 5 minutes for questions and discussion;
- Take note of the speakers who do not attend this preparatory meeting and inform the EAGE staff at the TP Info Desk;
- Oral sessions:
  - Ensure that all presentations are uploaded.
  - Before the session starts, discuss with the technician to get acquainted with the audio-visual equipment.
- e-Poster sessions:
  - Ensure that all posters in your session are uploaded.

NOTE: Please **do not** rearrange the timing or sequence of the presentations. Many delegates plan prior to the conference, which presentation(s) they wish to attend. Changing the timing of presentations could lead to unwanted disappointments. Please continue the session as in the time schedule and take advantage of the extra time to provoke discussion.

Ad 3. Explain the safety instructions
All sessions should start with the safety instructions. The instructions can be found on the chair table.

Ad 4. Evaluation forms
As session chair, you have an important role in identifying presentations that qualify for an award or that should be recommended for publication. The presentations are to be judged by the chairs and the audience. A paper copy of the evaluation form is available to the session chairs.

The audience can evaluate the presentations online; kindly request the audience to fill in the online evaluation for the presentations they have attended via the events app, with the option ‘Evaluate session’ in the menu page.

A slide with all the instructions on how to evaluate the presentations will be included in the EAGE break slides.

Ad 5. Manage the session

It is important to keep to the given time schedule: 25 minutes in total. Please do not exceed this!

- At the start of the session inform the audience about the following:
  - Safety instructions (available on chairman’s table)
  - Taking photos or video during sessions is prohibited
  - Mobile phones should be switched to silent mode
  - Repeat this message as/when necessary.
- Start a couple of minutes before the indicated starting time with an introduction of the session's objective, presentations and give a short introduction about yourself.
- Before each talk, introduce the speaker.
- Use the cue light kit to inform the speaker when his presentation time has elapsed.
- Manage the question time:
  - Try to prepare a couple of questions in case there are no questions from the audience.
  - Ask the audience to state their name and affiliation prior to asking a question..
- At the end summarise the session and thank the speakers and audience.
- In case of no show, do not go to the next presentation but continue the session as in the time-schedule and take advantage of the time to provoke discussion.