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Guidance for Chairs

Thank you for volunteering to chair one of the concurrent sessions of the First Annual Postgraduate Conference of the Faculty of AHSS at Queen's University Belfast.

This guide will provide you with detailed instructions to help you fulfil your role as a session Chair. Please read through this guide thoroughly prior to attending the conference to ensure you are familiar with what is expected from you.

Prior to the conference

- Carefully check the time and the location of your session.
- Check the schedule for your session and note the order of the presentations.
- Familiarise yourself with the presentation abstracts for your session. These can be found here: <https://ahssconferenceatqub.weebly.com/conference-booklet.html>

On the day of the conference: prior to the session

- Familiarise yourself with the conference venue and ensure you know the location of the room your session will be in.
- Arrive at the room of your session 15 minutes before the session's allocated time slot.
- Introduce yourself to the presenters. Ask the presenters to ensure that they have loaded their presentation slides onto the computer provided.
- Remind presenters that they will have 10 minutes to complete their presentations. Explain that you will be timing them and will show them a warning card when they have five minutes left and one minute left.



On the day of the conference: during the session

- To begin the session, you will position yourself at the front of the room and will welcome everyone to the session.
- You will then provide a brief overview of the order of the session to the audience: e.g. "This session will begin with John McClure who will be presenting his research on 'Teaching English as a Foreign Language', he will then be followed by Sarah Hughes who will be focusing on her research about 'Human Trafficking', the session will conclude with Wen Zang who will present his research on 'The implications of GDPR on PhD Research Students'.



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- Ask the audience to refrain from asking questions during the presentations and explain they will have the opportunity to ask questions for five minutes after each person concludes their presentation.
- Invite the first presenter to the front to begin their presentation.
- When the presentation begins, start your timer (you may use your phone timer for this or carefully watch the clock).
- When the presenter has five minutes left show them the five-minute warning card. When the presenter has one-minute left show them the one-minute warning card.
- Once the 10 minutes has finished, tell the presenter that their time is up. If they have not finished, you may allow 30 seconds for them to conclude their presentation.
- Move to the front of the room beside the presenter and ask the audience to signal to you, by raising their hand, if they have any questions.
- Allow five minutes for questions. If an audience member is not asking a question and is trying to have a conversation with the presenter kindly ask them to do this after the session.
- When the five minutes have completed stop the questions and introduce the next speaker.
- Repeat the above steps until all speakers have had the opportunity to present and be asked questions.
- When the presentations have concluded thank the presenters and the audience for their attendance.



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Session overview

Time	Activity	Summary of Role of Chair
1-2 mins	Welcome	Short welcome and introduction of session with short overview of presentations.
10 mins	Presentation One	Introduce presenter, time the presentation and give time warnings.
5 mins	Questions	Invite questions, choose audience members to ask questions, finish questions once time is up.
10 mins	Presentation Two	Introduce presenter, time the presentation and give time warnings.
5 mins	Questions	Invite questions, choose audience members to ask questions, finish questions once time is up.
10 mins	Presentation Three	Introduce presenter, time the presentation and give time warnings.
5 mins	Questions	Invite questions, choose audience members to ask questions, finish questions once time is up.
1 min	Conclusion of Session	Thank presenters and the audience for attending the session.



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5

minutes



1

minute