

## Session Chair Guidelines

Thank you for your willingness to contribute to the Big Data Meets Survey Science (BigSurv18) conference. As you prepare for your session, please review the following information and guidelines.

BigSurv18 concurrent sessions will run for 90 minutes; each session will have four or five assigned papers that focus on a central theme. Paper presentations will provide an overview of original research to the session audience.

### Your Role:

As a Session Chair, you will be responsible for introducing the presenting authors before their paper presentations, ensuring adequate timing of presentations and discussions, and facilitating and moderating questions in your session. Presenters in sessions with four papers will have 19 minutes to present; presenters in sessions with five papers will have 15 minutes to present.

### Before the Conference:

- Reach out to your session's presenting authors at least 2 weeks before the conference to request a copy of their slide presentation, abstract, and/or drafted paper.
- Prepare a few discussion questions for each presentation.

### Day of Your Session:

- Arrive to your session room at least 15 minutes ahead of the scheduled start time. Introduce yourself to your session presenters, confirm the pronunciation of their names and their preferred salutations, and make sure everyone's presentation is loaded on the laptop.
- Remind presenters of the time limit for their presentations, and review how you will signal when they are reaching their maximum time. Conference organizers will prepare visual reminders for you to indicate to presenters when they have 5 minutes, 2 minutes, and 1 minute remaining in their presentations.

### During Your Session:

- Introduce each presenter briefly before the start of their talk.
- Provide time-limit indicators for presenters, letting them know as they approach the maximum time allocated for their presentation.
- Remember to reserve time after each presentation for questions from session attendees. You will moderate these discussions and be responsible for ensuring adequate time is allocated for each presenting author.
  - Sessions with four papers will allow for 3 minutes of discussion after each presentation.
  - Sessions with five papers will allow for 3 minutes of discussion after each presentation.
- Encourage presenters and session attendees to reserve longer discussions for the coffee breaks between sessions; comments and questions can be shared over light refreshments during these times.
- End the session with your concluding remarks, encouraging session attendees to continue conversations with the presenting authors during the break.

**After Your Session:**

We'd like to receive your feedback about the conference session, including your thoughts on the following:

- Session scheduling
- Session attendance
- Session theme

Send feedback or general questions to Antje Kirchner at [info@bigsurv18.org](mailto:info@bigsurv18.org); Antje will share this information with the conference's scientific committee.