

## Briefing for chairs of concurrent sessions

The role of the concurrent session chair is to create an environment where:

- a) each speaker is able to deliver their paper to the best of their ability within the allocated time
- b) audience and speakers are afforded the opportunity to engage in discussion.

One of the key objectives of the chair is therefore to **manage the time allotted for each concurrent paper**. If you have not attended or chaired a concurrent session at an RCN International Nursing Research Conference before please note that:

- a) 20 minutes is allocated to present
- b) 5 minutes for questions
- c) 5 minutes has been allocated for delegates to change rooms between papers
- d) Please ensure you keep to time.

**To achieve these aims, as chair, you are expected to:**

1. Prepare in advance. Familiarise yourself with the conference programme and make sure you are aware of the sessions you are chairing.
2. Read the speakers abstracts and prepare questions in case audience members do not have any questions.
3. Owing to the limited time available for the presentation, we have not included any biographies, however these are available in the Book of Abstracts.
4. Orientate yourself with the conference venue and identify the location of the sessions you are chairing.
5. Arrive early to each session you are chairing in order to meet and greet speakers and the conference ambassador you will be working with (an ambassador is allocated to each room and their responsibility is to assist you in ensuring a successful concurrent session). Assess each speaker's anxiety levels and adapt your style accordingly. Remind each speaker how time is allotted and describe how you will manage the session (see box below). You should check with the speaker what time warnings would be helpful to ensure

that they keep to time. You should warn each speaker that if they over-run, there will be less (or even no) time for questions.

6. At the start of each session, introduce yourself, welcome speakers and delegates to the session and advise them how you will manage the session. Make any announcements the conference organisers wish you to make and introduce the speaker(s) by name, job title, workplace and country.
7. Assist the speaker in time management. In your pack you will find some laminated 3-2-1 stop cards which you may choose to use. Note the time at which they start speaking and offer these cards as the last few minutes approach, based on what was agreed with the speaker prior to the presentation.
8. Invite the audience to ask questions. Given the short time available for questions, audience members should be encouraged to ask brief questions. Conference ambassadors are also members of the audience and must be afforded equal opportunity to contribute. If no members of the audience have a question, ask one of your pre-prepared questions. Remember that this is in an international conference where delegates may have English as their second language, and so be prepared to explain the meaning of questions asked.
9. Thank the speaker and make delegates aware of the next presentation that will be taking place in the room.

#### **TIME MANAGEMENT**

- a) Introduce yourself, welcome speakers and delegates to the session, make any announcements the conference organisers wish you to make and introduce the speaker(s) (Time allocated = up to 1 minute)
- b) Assist the speakers to keep to time (Time allocated = 20 minutes)
- c) Facilitate audience participation in critical and constructive discussion and debate (Time allocated = up to 4 minutes)
- d) Total time allocated: 25 minutes per paper
- e) Allow 5 minutes for people to move between rooms. Start and finish the session at the published time. Please ensure you keep to time.
- f) Repeat from a) to e) as required depending on the number of speakers in the session you are chairing

#### **General information**

- Speakers will have given their presentations to the 'Speakers registration point' in advance of their presentation, and this should already be loaded on the appropriate laptop in advance of them giving their presentation.
- Each room only has a PowerPoint projector and laptop. If additional AV has been booked it will be provided for that particular session only.

- If you have any technical issues, please ask one of the R&B team in the black shirts or any member of RCN staff.

#### Fire/untoward incidents

- The ambassador in your room will have been briefed on the necessary action.

#### Announcements

- If there are any announcements for you to make these will be placed in the chairs briefing pack. The room ambassador will advise/assist if necessary.

#### Security

- Please be vigilant on matters of security and equipment. If in doubt, please ask for identification.