9th International Conference on Teaching Statistics
"Sustainability in statistics education"
Flagstaff, Arizona, USA, 13–18 July 2014   Website: icots.net/9

Guidelines for session chairs

Session chairs coordinate sessions by

1. checking before the session starts that speakers have loaded their presentations
2. introducing the session and each presentation
3. keeping the speakers to time using flash cards (e.g. "5 minutes" in invited sessions, "3 minutes" in contributed sessions, "1 minute" and "STOP") ensuring that speakers know the arrangement before the session starts
4. inviting questions from the floor and moderating discussion
5. thanking each speaker.

1.
Each session starts after a break (morning tea, lunch or afternoon tea). Notice that the program specifies that these breaks finish 5 minutes before sessions start. This leeway s to emphasize that audiences must allow time to get to rooms and settle. For your information, there is negligible time in going between rooms within the conference center (rooms denoted by A, F, D and R in the schedule), but t will take a couple of minutes to get over to the Drury Hotel (rooms denoted by K, M, O'L, S) from the conference centre (connected by an overhead walkway), and there will be a slightly longer walk (maybe 5 minutes) to cross the street when going to or from a room in the conference centre to Prochnow or the rooms denoted by BA and CC in the schedule. Prochnow is being used only for welcome, plenary and closing sessions.

Speakers will be asked to bring their presentations on a USB drive (and they should also email it to themselves as a backup) and to bring it to the room where they will be speaking 15 minutes prior to the start of the session where it can be uploaded to the laptop in that room. **It is suggested that session chairs arrive in their rooms at least 10 minutes before the session starts** to check speakers and presentations.

2. and 3.
Panel sessions organise their time to suit the panel; the chair should announce the arrangements at the beginning of the session.

Invited sessions of 90 minutes have 3 speakers; invited sessions of 120 minutes have 4 speakers (these longer periods will occur only on Monday and Friday 13.45-15.45). Hence each invited presentation is allowed 25 minutes plus 5 minutes for questions. But this allocation includes introduction and changeover. **Please keep your introductions brief** – for example, speaker, affiliation, paper title, co-authors (if appropriate).

Contributed sessions of 90 minutes have 4 speakers; contributed sessions of 120 minutes (Monday and Friday at 13.45) are intended (see note* below) to have 6 speakers. Contributed speakers have been asked to prepare 15 minute presentations, so the plan is <u>15 + 5 minutes</u> questions for each speaker. For 90 minute sessions, the extra 10 minutes overall allows for (brief) introductions and changeovers (because 15 minutes is more difficult to keep to strictly than 25 minutes), and general discussion at the end if there's time.

Note that some changes to the timetable after the program booklet went to print are necessary due to late withdrawals. These changes will be notified by a printout in satchels. Please check these carefully and email any questions to h.macgillivray@qut.edu.au or see Roxy Peck.

Note *There are only a small number of contributed sessions of 120 minutes. Some may have fewer than 6 speakers. If this reduction from 6 occurs, speakers are still requested to speak for 15 minutes, plus 5 minutes of questions; the extra time may be used for general discussion.

<u>Please keep speakers to time and please tell them about your flash cards before the session starts so they know to watch for them.</u>

4.
If speakers go over time, please <u>adjust the time allowed for questions</u> after their paper so that the next speaker can start on time, or as close to it as possible. If there is extra time after all speakers, please encourage questions/discussion about any of the papers.

Please help us to achieve inclusiveness for all, especially for participants whose first language is not English. This issue was the only real complaint we received (from some senior people) after ICOTS8 – that in sessions where there were people who knew each other very well, discussion was not sufficiently inclusive and people also sometimes tended to speak too quickly in discussion. Before the session starts, speakers could be reminded to be mindful of participants whose first language is not English, especially during questions/discussions. Chairs could also help during questions/discussion e.g. by repeating a question if it was not clear. Panel sessions should be especially mindful of this strategy.