



Short guide for facilitators (session chairs)

First of all, thank you for having agreed to facilitate a session at the Sunbelt 2019 Conference. Your role as facilitator contributes to the dynamism and fluidity of the conference.

The facilitator insures a fair distribution and respect of the allotted time in keeping of the Sunbelt tradition that presentations **are to start and stop at the stated times** as people often hop from session to session to catch papers of interest. There will be cardboard to mark the time, which you can use to signal the presenters.

Most presenters arrive a few minutes before the session starts to have time to load their presentation on the computer. Your role here is to find out if all presenters have done so.

- If a speaker wishes to use his or her own computer, make sure s/he has the proper connector (see at the end information about equipment in the rooms and support from our staff).

As part of your role, you will “open the session” – inviting the first speaker to start. It is worth taking a minute to remind people of the importance of respecting allotted time and of your role as time-keeper. This type of statement increases your ease of making certain interventions thereafter.

Each presentation has a 20-minute time-slot which usually means 15 minutes presentation and 5 minutes question. We suggest you facilitate the (short) Q and A period and make sure it does not go overtime. To stop the flow, you can invite the discussants to pursue the conversation during breaks or at lunch time and then invite the next presenter or, if this was the last presentation, thank the participants and speakers.

Equipment – Each room has the following equipment:

- Audio / Video and Multimedia (sound, computer, monitor, projector) system. Auditoriums with more than 70 seats also have a microphone for presenters;
- Access to Wi-fi;
- Cardboard to mark the time;
- White board and erasable markers.