

Measuring Behavior 2022

Instructions for session chairs



Essentially the duties of the session chairs are very similar to chairing a session in a physical conference:

- For the exact timing of all the presentations, click on the links on the [overview page](#). Any last minute changes will be shown on that page as well as the online platform, and not necessarily in the PDF version.
- At the beginning of the session you may optionally say a few words about the session. If you haven't got a slot reserved for this in the program, please keep this *very* brief.
- Introduce each speaker (name, affiliation and title) and then the technicians from Brill AV media will start the video. If necessary, make contact with a speaker to check how to pronounce their name (I can let you have their e-mail).
- Whilst the video presentation is being played, delegates can ask questions in the chat on the meeting15 platform. Make a note of any which are not (fully) answered in the chat. It is a good idea to think of one or two questions of your own.
- After the video, there should be time for a discussion. You can put any unanswered questions to the presenter, and also make sure that other delegates get the chance to put their questions.
- *Very important*, make sure that each talk finishes on time. There are parallel sessions so:
 - If a talk is cancelled, don't change the times of the remaining talks.
 - Don't run over into the next session. If your session is followed by a break, it is ok to run over into that.
- Speakers have all been asked to make a brief (5-10 minute) technical test with Brill AV and it is good if session chairs do that as well. If you have already arranged the test as a speaker, you don't need to do that again as a chair. If you haven't yet arranged a test, you can do so [here](#). To join the test at the arranged time, [click this link](#).