

Measuring Behavior 2024

Instructions for Session Chairs



Please use the following guidelines when chairing a session at MB2024:

- General sessions, symposia and keynotes all have separate chairs from the speakers. Workshops, demonstrations and tutorials only have one speaker, so they are chaired by that person and it is up to them to end their session on time.
- There will be a laptop in each room. Please do not change the WiFi network or other settings on the provided laptop as a technician will be required to ensure appropriate access is available. If you have a laptop yourself, bring it as a backup and a usb stick for copying files. If the speakers prefer to use their own laptop, that is ok, but make sure that they test it first.
- Please upload and check presentations during breaks – please check as early as possible. You should be present in your room during the break preceding your session so that speakers can introduce themselves to you and copy their presentations to the laptops. If they have videos etc they should test those first. If your session is directly after the keynote, go to the room at least 10 minutes before the keynote.
- If you require technical support please let the team at the conference registration desk know asap.
- Introduce each speaker with their name, affiliation, and title of their talk. If you are uncertain how to pronounce anything, check with them beforehand.
- **Make sure your speakers keep to their allocated time.** The conference has parallel sessions and people will move between them, also during a session, so if a session is running late that will disturb other sessions.
- If a speaker drops out on the day, e.g. due to illness, do **not** move up all the other talks in your session, as people will move between sessions to hear specific talks. If possible, initiate a discussion on the previous talk, topic of your session, etc. Otherwise, just announce that the session will resume at a specified time.
- Last-minute changes to the program (i.e. after the conference starts) will be announced on the Program Schedule page:
<https://www.measuringbehavior.org/program-schedule/>. If there is a contradiction

between the scheduling on the Excel sheet on that page and other pages of the website, the Excel sheet is leading.

- Indicate when the speakers have three and one minutes left using the cards provided.
- Usually, the speaker will finish a few minutes before their time, so that there can be questions. Try and have one question ready yourself, which you can ask whilst the audience are getting ready to ask theirs.
- In the large room (Conference Suite 2A), there will be a roving microphone for use during the questions. This will normally be taken around by a student from the University of Aberdeen. If the questioner starts before the microphone, ask them to start again or repeat the question for the room. If the student is not present, ask a member of the audience to help.
- Ask questioners to mention their name and organization before they ask their question.
- There is a prize for the best presentation by early-stage researchers. You (or a colleague) can fill in [this form](#). The list of eligible candidates is [here](#).
- In case any problems arise, you can contact the conference reception desk or app/text Andrew (+31 6 3511 8411).