ECER Guidelines for Chairpersons

Firstly, thank you for agreeing to be a chairperson. As a chairperson, you are one of our most valuable participants and we hope you will take the time to read these guidelines so that you are familiar with what is to be done on the day and can then relax and enjoy the session you are chairing.

ECER chairpersons support an academically satisfying and smoothly running conference by moderating discussions and by taking on the time management of the conference sessions. At ECER 2021, online, moderating the discussions will include keeping an eye on the discussion/questions in the chat.

Due to the online format, many procedures have been added or adapted, most notably we will add technical assistants to each session who will act as the hosts of the Zoom meetings and ensure that chairpersons can focus on the academic aspects of their tasks.

NEW for ECER 2021, online:

- **Live webinar trainings for ECER chairpersons:** Our conference partners, Kuoni, will host live webinar trainings for all ECER chairpersons in August during which you will have the chance to ask any questions you may have. Please be sure to attend one of these sessions:

- Tuesday, 24 August 13:00 – 14:00 CET (Geneva) time

- Thursday, 26 August 18:00 – 19:00 CET (Geneva) time

- **Technical assistants:** In addition to the usual chairperson per session (plus discussant for symposia), each session at ERC and ECER 2021 will also have a technical assistant. The technical assistant will be the session host and open the session 30 minutes before the session begins. They will check that the chairperson and all presenters are present, that the videos, microphones, screensharing etc are working. The technical assistant will be available for technical questions throughout the session and will be in contact with the platform technical support team.

Things to do before the Session

Check that the date and time of your session have not changed. You can check this in Conftool: Log on at Conftool (www.conftool.com/ecer2021), click on "Show User Account Details" and scroll down. You will find a list of all sessions you are chairing.

Please login to the session 30 minutes before the session is scheduled to begin

Please login to the session 30 minutes before the session begins. It is very important that you, the presenters and the technical assistant have time to make sure everything is running smoothly. Check that all of the presenters are present. Introduce yourself to the presenters and agree with them in advance how much time will be allowed for their presentation and how much time for questions and discussion. If, unfortunately, some presenters fail to turn up to the session, please agree with the other presenters how the extra time should be used (it may involve an earlier finish, a break, or allowing longer for each speaker). Try to ensure that each speaker is given the same amount of time for the presentation and discussion of their paper.

Time Management

As you know, it is very important to keep to the allotted time. Please inform the presenters before the session begins that you will be keeping track of the time and, if necessary, that you will alert them when their time is up.

2 tweet or not 2 tweet

EERA Office sends the following "2 tweet or not 2 tweet" request to all ECER participants:

"As you know, conference participants are often very active on social media, especially via Twitter. While many scholars appreciate having their name and associated work shared via social media, others would prefer their work not be shared. Therefore, we would like to invite you to do the following:

- **As a presenter:** State clearly at the beginning of your presentation if you would like your work to be shared via social media or not.
- **As a participant:** Please respect the presenters' preference and only share if permission has been given to do so."

It would be very helpful if you mentioned before the session begins that presenters are welcome to make their tweeting preference known.

End of Session

Thank the presenters at the end and remind everyone that they can continue their discussions by requesting a chat or video meet up via the Meeting Point.

Thank you!