

Historical Materialism Toronto – Notes for Chairpersons

Arriving

- Arrive in the room where you will be chairing at the beginning of the break time to get set up properly
- Please refill the water jug so speakers have water during the discussion. Cups will be in the rooms.
- Go over the format with the speakers, stressing the time limits on their presentations, the discussion format and the ways people will be introduced. People should speak in the order listed on the program unless there is a special reason for flexibility, as attendees will expect this.
- Get enough information so you feel comfortable introducing the speakers (at minimum: name, affiliation and paper title)

Time

- In order to leave time for discussion, please limit speakers to a total of 60 minutes: 20 minutes for each of three speakers, and 15 minutes for each of four speakers.
- Time each speaker, showing them the 5-minute warning and the 1-minute warning. (See sample cards below). Show them the “please wrap up card” when their time is up and be firm – you may want to let them complete a sentence, but if they continue to speak they are cutting into discussion. You will have to cut them off if they continue, saying “Sorry, but we need to proceed with the next speaker (or discussion), thanks.” Or “Thanks, you can come back to your points in the wrap-up.”

Introductions

- Proceed in the order on the program where possible (this is what people attending will expect) or if there is a reason for an exception, please announce it to those attending.
- Welcome everyone to the panel and announce the panel name (so everyone can be sure they are in the right place).
- It will help people present if you introduce each speaker by name when it is their turn to speak, along with whatever other information you have agreed to present.
- If there are special announcements to be made, these will be on the table when you arrive.

Discussion

- The conference wants to encourage discussion in sessions, rather than simple back and forth with the speakers. The presenters have already had their turn, so they should listen and take notes during the discussion period, so that they can make final remarks (about 2-3 minutes each) in a wrap-up at the end of the discussion.
- As you begin discussion, explain the format and encourage comments and questions, asking participants to limit themselves to 2 minutes.

- You may need to use the wrap up card or a gesture to stop someone who is violating the time limits. Again, feel free to say “Sorry, but we need to proceed with the next speaker (or discussion), thanks.” The people in the room will thank you for making sure that as many people as possible get a chance to participate.

End Session Promptly

- You **MUST** end the session promptly at the end of the allotted time. The next presenters need the break time to get set up properly in the room you are using. The people in your room need time to get to the next room they are going to.

5 minutes left



1 minute left





**please wrap
up**