

Institute of Behavioral and Applied Management (IBAM)

Session Chair's Role

Thank you for agreeing to serve as Session Chair for IBAM. Your role is essential to assuring that the conference sessions are coordinated, run smoothly, allow ample time for presentation and discussion, and stay focused on IBAM's academic rigor and developmental mission.

The duties of the Session Chair are:

Before the Conference:

1. Contact the discussant and authors in your session by email as soon as program assignments are made.
2. Gather brief introductory material (1 paragraph bio) from the discussant(s) and presenting author(s) at least two weeks before the conference.
3. Coordinate who will bring the laptop for your session with the Discussant(s) and the presenting Author(s) The laptop will connect to a Dell projector and will be used for all presentations in the session.
4. Coordinate with the Discussant(s) and the presenting Author(s) the preferred format for your session. You may have all Authors present first, then have the Discussant discuss all of the papers OR you may have each Author present followed by the Discussant and discussion from the audience after each. Either format is fine. Be sure that everyone in the session knows well before the conference how the session will run.

At the Conference:

1. Check in with the Program Chair soon after you arrive and become familiar with the conference site and the room where your session will occur.
2. Make a point to introduce yourself to the Discussant(s) and Author(s) in your session prior to your session.
3. Arrive at the session at least 10 minutes before the session begins to connect the laptop and meet with the Discussant(s) and Author(s). Remind each Author(s) and Discussant(s) of the format for the session and the time limits that will apply. Time sheets will be posted in your session for your convenience in alerting the Author(s) when their time is running out.
4. At session start time:
 - a. Welcome the attendees
 - b. Introduce yourself to the audience
 - c. Announce the session/title and how the session will flow (all papers presented, then discussant, then discussion OR each paper followed by discussant, then discussion).
 - d. Describe briefly how the papers are related
 - e. Introduce the presenting Author(s) and Discussant with brief comments regarding their affiliation and bios. If you choose to allow discussion between each, then reiterate the

title and authors of each paper after the discussant and discussion from the audience. Occasionally, an audience member will arrive late for the presentation and may miss your introduction and information about the format of the session. If an audience member interrupts a presentation or discussant with a question, gently guide the session with a prompt such as, "Sara, that's a great question...let's hold it until after the discussant has presented in the interest of keeping the session on time." In the same spirit, if the presenting Author(s) or Discussant(s) happens to violate the format that you have all agreed on, gently guide the session back to the original format.

- f. During the presentations, enforce time limits strictly so that no author (or audience member) monopolizes someone else's time. Full presentation papers are allowed 20-25 minutes, while developmental discussion papers are allowed 5-10 minutes per paper. The discussant has 10-15 minutes per paper, generally allowing for audience participation, too. Avoid the temptation to become engaged in the discussion as your role as timekeeper is paramount.
 - g. Once presentations are complete (paper presentation and discussant presentation) the remainder of the time can be used for informal discussion with the audience and session participants. It is your job to field questions from the audience. It is a good idea to have a question ready in case the audience doesn't immediately respond.
 - h. Before dismissing for the next session, ask audience members to complete the brief survey regarding the session and place in the box at the exit door.
5. Try to conduct the session as informally as possible (e.g., use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.
 6. Dress for the conference is business casual. You are encouraged to dress as you would for a professional presentation for your session.
 7. In the event of an emergency that prevents you from attending the conference after you have been scheduled on the program, contact the Program Chair immediately.

After the Conference

1. Follow up with the presenting Author(s) and Discussant(s) with any additional remarks regarding the session or ideas that you may have for future work.
2. Update your c.v. with your conference service for IBAM.

Thank you for being part of IBAM. We value your contribution to maintaining the collegiality and integrity of our program and appreciate your service.