

## EPC 2024 Chair Instructions

The European Population Conference 2024 is just around the corner! Great session chairs are an important ingredient to make the conference another memorable EAPS event so your work as chair is highly appreciated. Here are a few reminders and practical suggestions to help you with your task.

- Sessions last 90 minutes, should start on time and cannot be extended. The chair should keep the time.
- In sessions with 5 presentations, each presenter has 12 minutes to present; in case of 4 presentations 15 minutes can be allowed to each speaker; presentations in Flash sessions are 5 minutes.
- Discussion is key in any session, so the chair should allow sufficient time for discussion.
- There are no discussants at EPC 2024; the discussion will be moderated by the chair.
- The chair may organize the discussion as seems fit. However, discussion immediately following a presentation works best and gives a level playing field to all presenters.
- If the discussion is slow to start, the chair may kick off with a question, but in principle priority should be given to questions from the floor.

### **Important**

Chairs as well as Presenters should be in the room **at least 15 minutes** before the session starts.

Floating technical staff will be available outside the session rooms; they will go into every room at the start of the session to make sure everything is working.

Before the session starts Chairs should:

- Check that all presenters are present and have uploaded their presentation on the device in the session room using a memory stick. Note that presenters **cannot use their own device** for presentation.
- Explain the conduct of the session (order of presentations, timing, discussion).

### **Request**

The organizers would appreciate to be informed about the number of participants in each session (to be used for future session planning). Please fill out the form that will be available in the room; chairs can also add any comments that they would like to share with us.

### **Have a Great Session!**