

Institute of Ergonomics & Human Factors
ANNUAL CONFERENCE 2010
Bridging the gap between theory and practice



Instructions for Chairs

Thank you for volunteering to be a chair at the Annual Conference. I am sure you are aware that chairing a session is as much an administrative as an academic function. A member of the secretariat will be present for the duration of your session and they are there to assist you in your capacity as Chair. The main points to note are as follows:

- Make yourself known to the speakers in your session before the session starts.
- There may be conference notices which you are asked to give to delegates before or after the session.
- Welcome and introduce each of the speakers and their paper before their presentation.
- Prompt speakers who are quiet to speak more loudly.
- Each speaker has been allocated a maximum of 20 minutes for their presentation, followed by 5 minutes for questions. The total time for each speaker should not exceed the 25 minutes allocated in the programme.
- Please make sure that your speakers do not run over time, as delegates may wish to move between sessions. To assist with the timekeeping there will be a '5 minute', '2 minute' and 'finish now' board shown to the speaker by the secretariat.
- During questions, please ask each questioner to stand up and give their name and affiliation. If the questioner has a quiet voice, either repeat the question so that all can hear it, or ask the questioner to speak up.
- During questions, if nobody else is forthcoming with a question, you are encouraged to do ask one.
- Thank each speaker at the end of their presentation, and again (and the audience) at the end of the session.

Members of the secretariat are available to assist throughout the conference. If you have any questions concerning the conference, please ask them. They can be identified by their red lanyards and badges.

Thank you for your hard work, good luck, and I hope you enjoy the conference.

Martin Anderson
Editor and Programme Secretary
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www.ac2010.co.uk