



**Society of Environmental Toxicology and Chemistry**  
**Europe**

## ***Guide for Annual Meeting Session Chairs***

Your contribution to the organisation of the SETAC Europe meeting is highly appreciated.

Please note the following guidelines to ensure smooth operations of the Annual Meeting in general and your session in particular.

Before the sessions starts

1. Meet with or contact all presenters in your session ahead of time to review logistics (e.g., podium controls, etc.), needs and content as well as to check your information on the presenter's affiliation and name pronunciation.
2. Ensure that presenters have loaded and checked their presentation and that the presentation can be opened on the session hall computer to prevent unpleasant surprises during the session.
3. Distribute the Young Scientist Award candidate evaluation forms among selected senior scientists in the audience and collect the forms after the session.

Responsibility during the session

1. At the start of the Platform Session, one of the Session Chairs should welcome the audience and speakers, and provide a brief (max 5 minute) introduction summarising the theme and objectives of the session. To keep on schedule and not deprive the first speaker of time, these introductory remarks should be given approx. 5 minutes before the scheduled start of the first presentation.
2. **Keep the Sessions on Schedule (THIS IS CRITICAL).** To do otherwise is unfair to speakers in that session and in other sessions, and to the audience. Be ruthless, but keep to time at all cost. (If you have complaints from speakers direct them to the SETAC staff or the Meeting organisers who have instructed you to keep to time).
3. **UNDER NO CIRCUMSTANCES** shall a Session Chair change the published order or timing of the program. If a talk is missed for some reason (lighting, projection failure, etc.) add it to an empty break or at the end of the session. Post an announcement of the change and make an announcement at the start of the time period it was to be at. CONTACT the SETAC Staff at the registrations desk.
4. Introduce the speakers, their affiliation and the title. Session Chairs must be prepared ahead of time and have name pronunciation, etc. correct.

3. Familiarize yourself with the room so you can handle lights, projectors, sound, etc. during the session if a problem arises. Session room assistants will be available to assist with these tasks.
4. Ensure that the projector, pointers etc. are present and in working order, with an assigned projectionist in the room (if not, inform the SETAC office on-site immediately and take any necessary corrective action in the interim). Ensure that the lights are dimmed to allow presentation viewing while having enough light for note taking.
5. Ensure that the projectionist is familiar with the room layout, lights, projector operation, session order, what to do in case of projector failure and emergency situations (if not, inform the SETAC office on-site immediately and take any necessary corrective action in the interim).
6. Chair the question period. Restrict questions to the time slot. Use good judgment to as many people as reasonable to participate. Ensure that questions are clear and are easily heard through the room. A standing or roving microphone may be available; the session room assistant or one of the co-chairs may be required to operate the roving microphone. Be prepared to initiate the discussion if there are no questions from the audience.
7. At the end of the session, one of the Session Chairs should provide a brief (max 5 minute) review of new developments and the significance of the presentations during the session and thank the audience and speakers.

#### Responsibility after the meeting

1. Collect the Young Scientist Award candidate review forms and hand these in to the SETAC staff at the Registration desk.
2. Construct a brief (10 lines max) overview of the highlights in your session (comparable to the brief summary to be presented at the end of your session) and hand this in at the registration desk (a box will be provided). The session reports may be used for a brief summary of the congress and for press releases.
3. If you have any comments or suggestions for future meetings please provide a brief written report to the SETAC staff at the registration or to the SETAC office after the meeting.

Many thanks for your contributions to make this a successful meeting.

## **SETAC** Europe

Avenue de la Toison d'Or 67  
B-1060 Brussels, Belgium

tel +32-2-772-72-81  
fax +32-2-770-53086  
email [setac@setaceu.org](mailto:setac@setaceu.org)  
web <http://www.setac.org>