Chair guidelines provided by the PME International Committee

As a chair, you are responsible for assisting the presenter(s). You should

- make a brief presentation of the presenter(s) at the start of the session
- make a comment regarding photographing, audio- and videotaping the session (see below)
- assist in monitoring time
- assist the presenter(s) during the discussion, for instance by noticing who wants to ask a question, not overlooking anyone, keeping time etc. Some presenters prefer to handle the discussion themselves, others might want the chair to steer the discussion – please ask your presenter his/her preference.
- thank the presenter(s) for their contribution
- make certain the room is ready in time for the next session

Some presenters might present their work for the first time, or might not be accustomed to present in English, or simply be nervous. It might be helpful for the presenter to know you are there to assist. Please come to the scheduled room in good time before the presentation starts and present your-self to the presenter. If you can find the time to read through the paper/abstract in advance, that might be helpful.

Sometimes the chair might need to open the discussion offering some feedback or a question to the presenter before other participants come forward. Please allow some time for the discussion to take place/start and do not end the session prematurely.

Regarding videotaping/audiotaping and/or photographing:

Currently, many people videotape/audiotape or photograph sessions. Please make certain the presenter(s) is aware of this and, before the session starts, make sure that the presenter agrees with videotaping, with the video to be used for personal purposes only (the same applies for audiotaping and photographing). Otherwise, please inform the attendees that videotaping/audiotaping and/or photographing is not permitted.

Time management

For RR allow 20 minutes for the presentation and 20 minutes for the discussion.

For OC please allow 10 minutes for each presentation including the time it takes for changing presenter, getting ready etc. You might need to time this. 10 minutes for each presenter leaves 15 minutes for the discussion. Please make certain that questions and comments are made for all presenters. You might need to ask the audience to direct their questions to a specific presenter if the other two presenters have had several questions already. For the OC, presenters should upload their presentations in the break before the session for maximum efficiency regarding time.