



EARLI 2021 CHAIR GUIDELINES

For this online conference, the role of the chair is critically important in ensuring an engaging and participatory experience for everyone. For all sessions, chairs are asked to do two key things.

Firstly, the chair acts as the **Master of Ceremonies** for the session, ensuring everyone keeps to the allotted time. Please be very strict about timing so that everyone has an equal opportunity to present their work. This is particularly important in an online environment as too much listening to presentations may become both tiring and less engaging. Every session type has time allocated for discussion and it is important to ensure this occurs. You can use the mute function to stop a speaker who has gone over time.

Secondly, the chair is an **enabler of interaction and discussion** – this is one of the most important aspects of a research conference, so please foster discussion actively. Be creative about the range of ways in which you can facilitate discussion in an online environment: using the chat function to capture questions; using tools such as Padlet or Mentimeter to generate initial thoughts and responses; using breakout rooms for more sustained discussion in session types where more time is allocated for discussion.

Specific details for different session types is outlined below. As we have some new submission types for symposia and papers, please do ensure which submission type you have been allocated to chair.

SYMPOSIUM



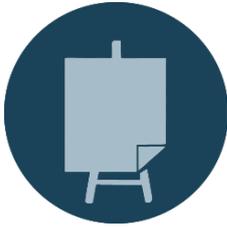
Your role is to manage the smooth flow of the symposium. Introduce presenters and discussant, and check everyone knows the timing. Do be clear whether you are chairing a symposium or an Espresso symposium as the timings are different. For a **Symposium**, there are three to four live presentations, followed by 15 minutes of discussion facilitated by the discussant. In the **Espresso symposium**, the full presentations are pre-recorded for advance asynchronous viewing, and in the live symposium, presenters have 5 minutes to draw out 3-4 key points from their presentation, followed by about 30 minutes discussion. In both types of symposia, the discussant has been given specific guidelines on how to stimulate discussion, and your role as chair will be to act as an enabler, supporting the discussant and encouraging participation.

PAPER PRESENTATION



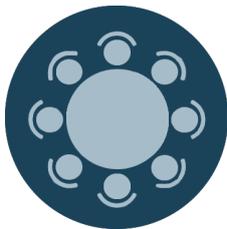
Your role is to co-ordinate the separate presentations into a coherent session. You will need to introduce the session and each presenter, and manage the timing of the presentations, checking that no-one goes over time. Do be clear whether you are chairing a Single paper session or an Espresso paper session as the timings are different. For a **Single paper** session, there are three presentations of 15 minutes each, and 15 minutes of discussion. In the **Espresso paper** session, the full presentations are pre-recorded for advance asynchronous viewing, and in the live symposium, the six presenters have 5 minutes to draw out 3-4 key points from their presentation, followed by about 30 minutes discussion. As chair, you will need to be a facilitator of discussion in both sessions, thinking of key questions to ask, encouraging participants to join the discussion, and drawing out thematic connections between the presentations.

POSTER PRESENTATION



As chair, you will need to explain how the poster session runs as it may be unfamiliar to some delegates and then manage the timing carefully. Your role is very important in making each poster session a vibrant opportunity for exchanging research. There will be up to 6 presenters per session. Each presenter has 5 minutes to present their poster to the audience. Please allow one or two clarifying questions after that. When all posters have been presented, there is time for an in-depth discussion between presenters and the audience, which you facilitate as chair.

ROUNDTABLE



Your role as chair of a roundtable session is to facilitate a lively discussion and to make sure each presenter has the same amount of time to talk and interact with the group. The roundtable offers opportunities for a more discursive exploration of research issues. Up to three presenters will be allocated to each session. Each presenter should explain the research and the research issue and invite the participants to help to discuss emerging data or to solve a research issue or problem.

WORKSHOP



Your role as chair of a workshop is to facilitate lively interaction between the presenter and the audience. As a workshop is dedicated to a single presentation, your main goal is to make sure the presentation and subsequent discussion are organised within the given timeframe of 60 minutes.

ICT DEMONSTRATION



Your role as chair of an ICT demonstration is to facilitate lively interaction between the presenter and the audience. As a workshop is dedicated to a single presentation, your main goal is to make sure the presentation and subsequent discussion are organised within the given timeframe of 60 minutes.

EARLI 2021 DISCUSSANT GUIDELINES

In light of the online conference, the discussant in symposia will play a more active role in facilitating discussion and audience participation, so that symposia presentations are not dominated by long periods of listening. The Chair of the symposium will manage timings of presentations and will support you in fostering discussion.

Ensure that you are clear in which of the two types of symposium you are acting as Discussant. For a **Symposium**, there are three to four live presentations followed by 15 minutes of discussion facilitated by the discussant. In the **Espresso symposium**, the full presentations are pre-recorded for advance asynchronous viewing, and in the live symposium, presenters have 5 minutes to draw out 3-4 key points from their presentation, followed by about 30 minutes discussion.

Prepare carefully for your role as discussant. Rather than doing a presentation of your own and/or discussing the ideas raised in the presentations, you might think about key questions or problems for the session attendees that the presentations have provoked. Think in advance about how you will facilitate discussion and what tools or strategies you might use. Be creative about the range of ways in which you can facilitate discussion in an online environment: using the chat function to capture questions; using tools such as Padlet or Mentimeter to generate initial thoughts and responses; using breakout rooms for more sustained discussion in session types where more time is allocated for discussion. Some of these approaches (eg breakout rooms) might be more appropriate for the Espresso symposium where there is more sustained time for discussion, but even in the fully live Symposia, quizzing tools (such as Padlet or Mentimeter or similar) which quickly gather participants' thoughts and comments can be very useful.