



Chair Guidelines

The role of chair is critical to the success of the session and will influence delegates' ability to gain the most from this conference.

For sessions with multiple short presentations, chairs are encouraged to meet with the lead authors ahead of the session to confirm and finalise all details. In particular, please agree the running order and transitions between presentations to ensure the session runs smoothly.

The most important tasks for the chair are:

- To introduce the speakers (you can view speaker details via the Conference app – no need to read out biographies, delegates can see these for themselves)
- Ensure the session is kept to time
- Facilitate Q&A

We recommend meeting your speakers before the session to introduce yourself.

Please arrive at your assigned room 15 minutes prior to the session start time.

This will give you an opportunity to brief your speakers on how you plan to run the session and emphasise your intention to keep to the scheduled timings for the session.

ROOM MANAGEMENT

- Conference staff/volunteers and AV technicians will be supporting individual sessions.
- Microphones should be used by everyone speaking to ensure delegates can hear clearly.
- Delegates can ask questions by raising their hand when prompted by the chair to do so, Live Q&A is also available via the conference app (see below instruction for Live Q&A).

BEFORE THE SESSION

- Confer with technicians or room staff that all presentations are ready to go.
- Note any last-minute withdrawals/cancellations as this provides an opportunity to be flexible with timing.
- In the event of a presentation being withdrawn, please fill the time with further questions or discussion if possible, so the session runs on time.
- There will be timecards made available to you in your session room. We ask that you raise these for the speaker to see, depending on how many minutes are left of the speaker's presentation. Please discuss with the speakers before the session if you will be using these cards. Please do not remove the timecards from the rooms.

DURING THE SESSION

Start the session on time, regardless of the state of audience influx.

- This conference is running at full capacity for individual breakout rooms, so we ask that you support delegates with seating arrangements and ask people to make space for other delegates.
- As some sessions are being delivered in large theatre-style rooms, chairs should encourage delegates to cluster together rather than spread out across the space. This will help facilitate discussion and ensure interactive elements of the session work effectively.

Welcome everyone and ...

- Announce the title of the session by name as per the programme (available on the Conference app) – to ensure everyone is in the right room!

Share any house-keeping announcements including:

- Please remind delegates to switch mobile phones to silent mode
- No fire drills are planned so if the alarm does sound, please make your way slowly and calmly to your nearest exit and follow instructions from staff

Finally,

- Introduce each speaker by name (you do not need to refer to speaker biographies as delegates can access these in the Conference App)
- All abstracts can be found via the Conference App. Posters can be viewed in the exhibition hall with poster sessions taking place during the lunch breaks.

KEEP A FIRM HAND

It is often difficult to control questions from the floor, but the chair needs to keep a firm hand. Please ask delegates to save their questions until the end of the presentation or use the Live Q&A within the app. It is always nice for delegates to state their name and organisation before asking a question. You should take questions immediately after each presentation and remember not to eat into the next person's presentation. Wrap up questions promptly!

Please ensure:

- The session does not run overtime, you will be provided with timing cue cards. You will need to show these to presenters when they are nearing the end of their allocated time and also when it is time to begin Q&A.
- Any inappropriate, emotional or insulting discussion is controlled appropriately, if you have any issues, please report these to the ARMA Conference team

If discussion is lively but time is over, please invite those involved to continue discussion privately after the session has finished. Delegates and speakers can of course connect via the Meeting Hub on the Conference App for further discussions.

If you have questions on the day, please speak with the volunteer who has been assigned to your room, who will be able to assist.

CONCLUDING THE SESSION

At the conclusion of the session:

- Publicly thank the speakers
- Invite delegates to move onto refreshments (or whatever is next on the programme)

WIFI ACCESS

Wi-Fi can be accessed by using the venue WiFi which is not password protected.

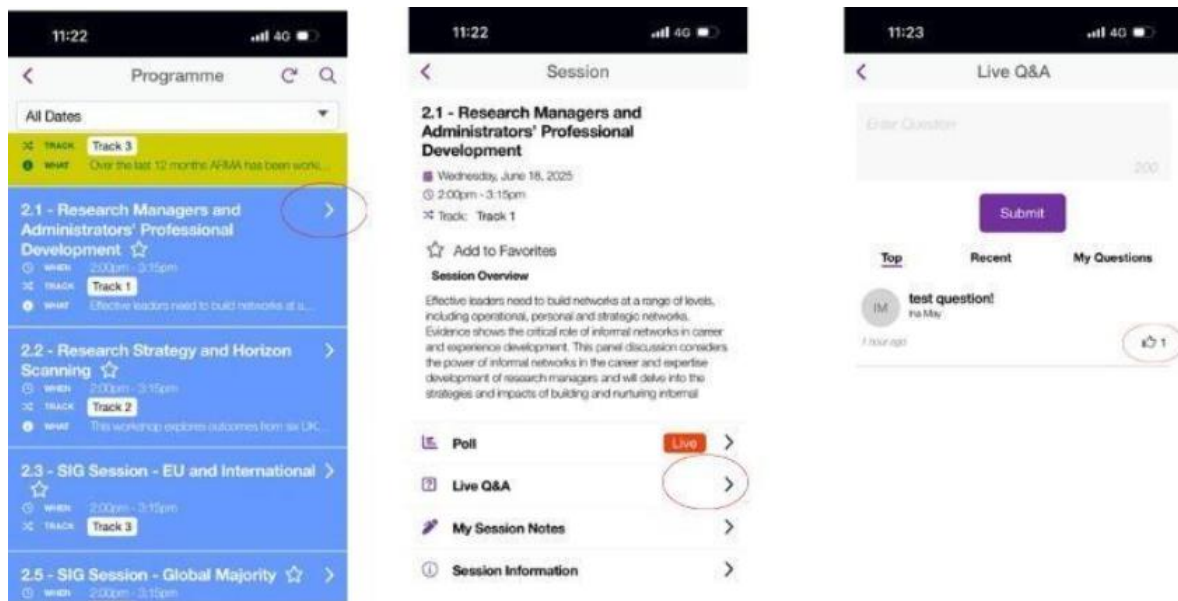
SOCIAL MEDIA

We are encouraging delegates to share posts from the conference using the #ARMA2026. We will also be posting on ARMA's LinkedIn and BlueSky accounts

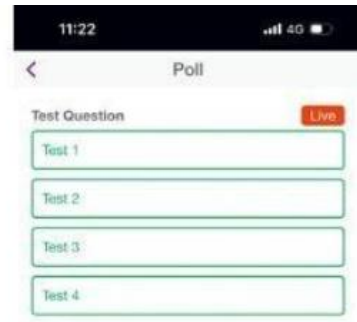
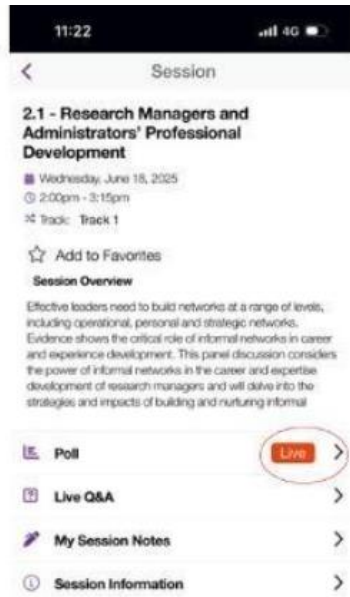
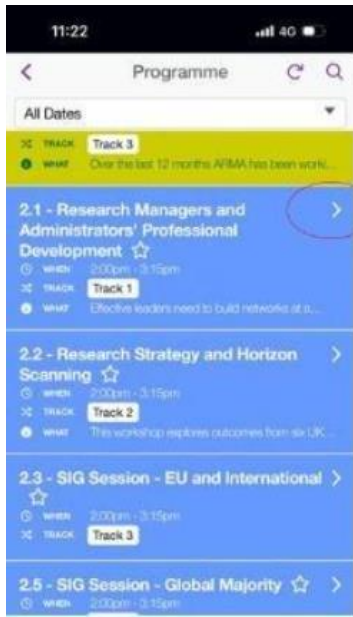
LIVE Q&A AND POLLS

Questions can be submitted by delegates either by raising their hands and using the microphone provided by volunteers in the room or by typing their question into the live Q&A section of the session within the app. Chairs can access the live Q&A by using the app on their own mobile device and ask the speakers the most relevant questions in turn.

To access the Q&A section, select the relevant session from within the programme, select "Live Q&A". Here you can submit your own question or read through the questions that have already been submitted. Chairs should encourage attendees to interact and upvote questions they would like to be answered and prioritised by clicking the thumbs up in the corner of each question.



Polls are provided to the organisers in advance and managed by the AV team. To access live polls, select the relevant session from within the Programme, select "Poll". Here you can see the poll question and select the answer you wish to give. Results will then be displayed in the form of a bar chart on your mobile phone.



Thank you again for your support!