

NETWORKING FOR AFRICA'S FUTURE

7th ANNUAL MEETING OF THE ACBF TECHNICAL ADVISORY PANELS & NETWORKS (TAP-NETs)

Date: November 21-22, 2011
Venue: Hilton Hotel, Yaoundé
CAMEROON

THE SESSION CHAIR'S ROLE

The responsibilities of the **Session Chair** include the following:

1. Show up to the session 5-10 minutes prior to the start. Identify the presenters and discussants (if applicable) in advance, and introduce yourself. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.
2. At the start of the session, introduce yourself to the audience, announce the session/title, and offer a **brief overview** indicating how the papers are related.
3. Next, introduce the speakers with brief comments regarding the affiliation and/or background of each presenter. Bios of all speakers will be made available to you well in advance of the session.
4. Prior to each presentation, announce the paper's title and authors' names. Identify the individual who will be speaking if it is other than the first author.
5. During the presentations enforce time limits strictly so no speaker (or audience member) monopolizes someone else's time. Times will vary depending on presenters per a given session.
6. Speakers must be asked to stop when their allotted time is up in a courteous but firm manner. Keep in mind that the session must end on time, and that the last speaker has just as much right to an audience as does the first speaker. Please adhere to the time schedule listed in the program so that simultaneous sessions are as closely synchronized as possible.
7. Once presentations are complete (paper presentations and discussant presentation) the remainder of the time can be used for informal discussion with the audience and session participants. It is your job to field questions from the audience.
8. Feel free to run the session as informally as possible (e.g. use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.