



Charles Sturt
University

Session Chair Guide

Faculty of Science and Health
2025 HDR & Honours
Symposium

Role Overview

The Session Chair manages the timeliness and order of presentations for a given Presentation Session. The roles and responsibilities of the Session Chair are outlined below:

Before the Session

- Be at the session room/stream 10 minutes prior to the session start time.
- Note which speakers are present for the session.
- Ensure the session is ready to commence on time.

Start of the Session

- Give a general welcome and thanks.
- Briefly explain the timing and time warning system you will use.
 - The in-app ZOOM Timer App is to be used as our time warning system. Please see the Zoom Timer App section below for further instructions.
 - *In person Chairs we will have a signed in laptop at the desk for you for this.*
- Remind the audience to turn off phones etc so speakers are not distracted and advise the online audience that their microphones should be on mute and they are welcome have their video on.
- Advise that there will be the opportunity to ask questions at the end of each presentation.
 - In person attendees: Ask audience members to put up their hand. You will need to call out the “hands up” participants.
 - If you are an online chair there will be a room assistant in person that will assist with in person questions.
 - Online attendees: ask the audience to ask questions via the chat or by putting a hand up. You will need to call out the “hands up” and ask them to come off mute to ask, or as Chair read out the questions in the chat.

During the Session

- Introduce each Speaker and the title of their presentation from the program provided. If the presenter is absent, advise the audience and give them the opportunity to take a break until the next allocated presenter time.

Please use the version of the program provided on the day, also found at <https://science-health.csu.edu.au/research/hdr-honours-symposium> as this will show any last minute changes.

- Time each presentation: Speakers have been advised that they have been allocated a total of **15 minutes**, with a recommended 10 minute presentation and 5 minutes of questions.
- Give Speakers a subtle warning at **8-9 minutes** into their presentation so they are aware their presentation time is nearly up. If the presentation goes over 10 minutes, please allocate less question time so the session is kept to schedule.
 - The in-app ZOOM Timer App is to be used as our time warning system. Please see the Zoom Timer App section below for further instructions.
- Mediate question time.
 - In person attendees: Ask audience members to put up their hand. You will need to call out the “hands up” participants.
 - If you are an online chair there will be a room assistant in person that will assist with in person questions.
 - Online attendees: ask the audience to ask questions via the chat or by putting a hand up. You will need to call out the “hands up” and ask them to come off mute to ask, or as Chair read out the questions in the chat.

If there is sufficient time for questions, and no questions come from the audience, it's handy if the Session Chair is able to kick-start questions.

- Thank the Speaker and move onto the next introduction. *There will be 5 minutes allowed in between speakers for the Assessors to complete their assessment and to allow audience members to move rooms.*

End of the Session

- Give a general thanks to all speakers for their contributions.
- Remind the audience to return to the room/stream on time for the next session to commence.

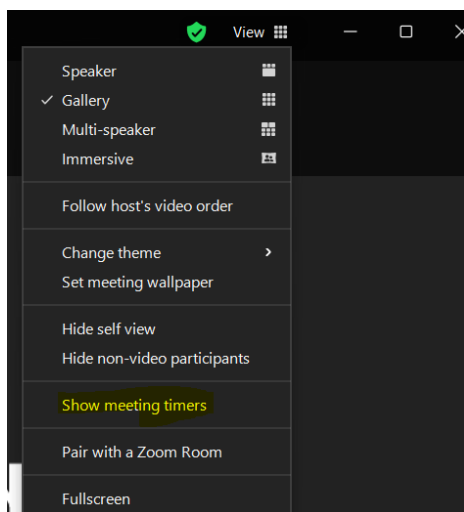
Zoom Timer App

- use this link, https://marketplace.zoom.us/apps/cXw5lXmqT6SIIBQxgM_PfQ , to download/add the timer app to your zoom account.
- Please start your own zoom meeting to test that the timer app has installed correctly. You may need to restart your system.
- When you are in a meeting to access the timer, please follow the below:

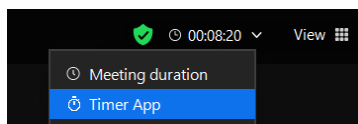
- Select “View” in the top right corner



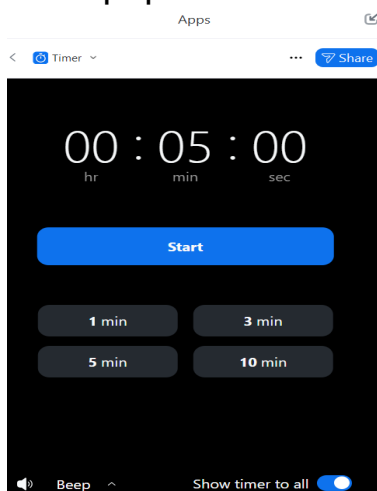
- Select “Show meeting timers”



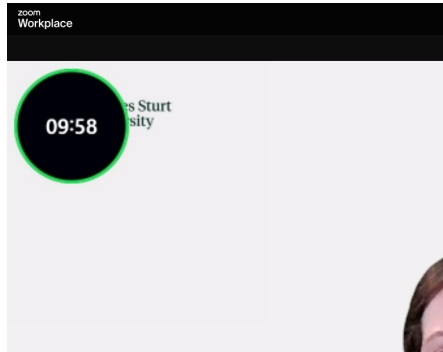
- This will bring up a timer in the top right. Select the drop down arrow and select the Timer App.



- This will pop out the timer.



- Please make sure the sound type selected in the bottom left corner is “Beep” and the “Show timer” to all is selected on the right.
- This timer can be used for the presentations. Your camera will need to be on and mirroring off, so the timer can be seen by all.
- Once the timer ends it will make a short beep sound and then the timer can be stopped.



- All attendees should see a little notification when the timer ends, but the presenters sharing their screen may not see it and you may need to say something if they keep going and not wrapping up after the beep.