



Session chairs guidelines

1 September 2026

Before the session - prepare

- Read the papers in your session.
 - Programme: sefi-programme.netlify.app
- Prepare one or two questions for each speaker.
- Gather basic information needed to introduce the speakers properly.
- Read and familiarize yourself with [SEFI's Code of Conduct](#).

Before the session – arrive early

- Arrive at least 10 minutes in advance so you are ready to start on time.
- Welcome the presenters.
- Confirm the correct pronunciation of their names.
- Explain how you will manage time-keeping and questions.
- Conference assistants will help you with AV setup.

During the session - opening

- Open the session warmly.
- Briefly introduce the session theme.
- State time limits.
- Explain how Q&A will be organized.
- Introduce each speaker.

Time management – Paper session

- **Presentation: max. 8 minutes**
- **Q&A: 5 minutes**
- Apply time limits consistently across speakers.
- Give clear time warnings: at 3 minutes remaining, 1 minutes remaining, and time up (signs will be provided).
- End on time.

Time management – Discussion session

- **Each presentation: max. 6 minutes**
- Presentations are given back-to-back.
- No individual Q&A between presentations.
- **Discussion after all presentations: 25 minutes**
- The chair determines the presentation order.
- Give clear time warnings: at 3 minutes remaining, 1 minutes remaining, and time up (signs will be provided).

During the session – Q&A

- Encourage respectful, concise questions focused on the topics presented.
- Invite questions from different parts of the room.
- Where possible, involve both senior and junior participants.
- If there are no questions, ask one of your prepared questions

Closing the session

- End the session on time.
- Thank the speakers and the audience for their time and engagement.
- Thank the technical staff and volunteers where relevant.

After the session

- If the room is needed afterwards, ask participants to continue discussions outside.
- Fill in the Session feedback form.
- Hand the completed form to a conference assistant.

SEFI 2026 – SESSION FEEDBACK FORM

SEFI Conference – Session feedback form

Date: _____

Session Number: _____

Session Chair: _____

Session Type: ☐ Paper Session ☐ Discussion Session ☐ Other:

Were all scheduled speakers present? ☐ YES ☐ NO: _____

Did the session run to time? ☐ YES ☐ NO

Peak number of attendees: _____

Was the room appropriate for the session? ☐ YES ☐ NO

Were the IT facilities functioning and appropriate? ☐ YES ☐ NO

If you answered NO to any of the above, please give details below:

Your general reflections on the session

Were the contributions appropriate for the theme? Was the overall quality good? Was there good discussion and engagement? Is there anything SEFI should consider when planning future sessions?



Three things to remember

1. Be prepared.
2. Keep the session on time
 - Your task is to keep track of time, not to get absorbed in the topic.
 - When showing the remaining time, make sure you are in the presenter's sight – ideally almost in front of them.
3. Support a respectful and engaging discussion.

Persons of Trust

- If anything becomes disrespectful, and you cannot handle the situation, or you or someone else simply needs support, you can contact Persons of Trust for help.
- Persons of Trust can be contacted directly, through the local organizers or at personoftrust@sefi.be.

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