



The chairs' role – some suggestions to make chairing exciting

Being a chair or co-chair is exciting:

- You've got the opportunity to motivate and attract others for further research, debate and even collaboration. This is essential for the Palliative Care community.
- Even if you are personally not happy with content and presentation technique of one of the authors, make sure to always be supportive never purely negative.
- Using your sense of humour is the best way to create a positive atmosphere and to deal with difficult situations

Be aware that there is a big difference between a well chaired and poorly chaired session:

- Preparation before the conference: get into contact with your chair or co-chair and discuss how you will organize and share the different tasks and responsibilities
- Preparation of the session: make sure that you are in the conference hall/ room latest 10 minutes prior to the beginning of the session
- Make sure that you've identified and welcomed ALL speakers before the beginning of the session
- Check again with each presenting person the correctness of name, professional background and topic as compared to the abstract book/ final program

Make presenters feel comfortable and secure:

- Ask the presenting person if special assistance/ advice by the chairs is required (e.g. time management, technical advice)
- Inform all presenting persons of any changes having occurred in last minute

Define your role as being a facilitator

- Involve the audience actively into the discussion
- Be aware that asking the audience for questions may require some adjustment time in order to be prepared
- Connect content/ topical issues within different presentations whenever possible
- Try hard to limit yourself from giving too many comments by yourself

Be confident that while following most or even all of these suggestions
Your session will be unique and exciting!