



RAISE 2018 Guidance for Chairs

Key Terms

- **RAISE:** Research, Advancing and Inspiring Student Engagement
- **PechaKucha:** Presentation style with 20 slides shown for 20 seconds each (6min 40s total)
- **Workshop:** 1 hour long session with emphasis on audience participation
- **Paper:** 20 min presentation, with 10 further minutes for discussion.

Session Guidelines

- Please aim to arrive at the session you are chairing at least five minutes before it is due to start.
- Introduce yourself to the presenters and invite them to load presentations onto the PC in your room. Agree how they would like to handle the question and answer session - i.e. questions after each presentation, or questions only at the end (paper and PK sessions). If you are chairing a workshop, check with what kind of involvement they would like you to have during the session.
- At the start of the session, briefly introduce the overarching theme, and introduce the speakers by name, along with the title of their paper / workshop.
- During the session you may find it helpful to make some brief notes on ideas that have emerged in order to prompt discussion at the end.
- The conference organisers will try to fill any gaps in the agenda due to no-shows or cancellations. However, if there is a gap in your session which we haven't been able to fill, please feel free to move on to the next presenter and allow more time at the end for discussion.
- Please ensure that presenters start and finish on time. You will be given cards which indicate the amount of time left for presenters.
- Invite delegates to ask questions, either during or at the end of each presentation but try to ensure that the Q&A is not dominated by one individual or topic, and that a range of delegates have the chance to engage.
- Ensure delegates are prompted to complete an A5 **evaluation form** for your session. Please collect up the evaluation forms at the end of your session, place them back in the wallet, and leave them in the box provided. This will enable us to get valuable immediate feedback.

If you require further support and guidance, or if you are no longer able to chair then please contact the RAISE organisers at steer@shu.ac.uk