EMAIL TO SESSION CHAIRS:

Thank you for agreeing to chair a session at the Winnipeg General Strike Centenary Conference. Your role is very important to the smooth functioning of your session and the conference.

Your panel is entitled: [insert title]

And takes place on: [insert day and date] at: [insert time]

The members of your panel are: [insert names and emails]

Please contact all members of your panel to make sure that they have registered and are aware of the time of their session (room numbers will be available later). As you will be responsible for introducing them, please ask them for a short CV, resumé, or biography.

Each session is 105 minutes long. It is your job to ensure that they start and end on time. In most cases, individual presentations are a maximum of 20 minutes long (in sessions with three speakers) or 15 minutes long (in sessions with four speakers). In a very few instances, the nature of the panel may suggest an alternate system, which you can discuss with your panel members. Please ensure that time is allotted fairly to the speakers and that there is sufficient time for discussion from audience members (ideally 45 minutes).

At the scheduled time for the beginning of the session, please call the room to order. Briefly introduce the panel members, and keep time. Advise each speaker that you will have a coloured card and will flash it to them when there is 5 minutes and 1 minute to go. Please be prepared to intervene and ask them to end when their allotted time is up.

When the presentations are finished, please solicit questions and comments from the audience. Keep a list of those wishing to speak and, if appropriate, take 3 questions or comments at a time. Try to allow as many people to speak as possible.

When there are a couple of minutes to go, advise the audience that we are nearing the end of the session and you must cut it off after one more answer. Then please thank the presenters and ask the audience to do the same.

If you have any questions or concerns, please contact me.