

## Chairman

### *“Professional English for Molecular Biologists”*



*The chairman is the highest office of an organized group such as a board, committee, or deliberative assembly. The person holding the office is typically elected or appointed by the members of the group. The chairman presides over meetings of the assembled group and conducts its business in an orderly fashion.*

#### Benefits:

- It is considered to be a **honor** to chair a session at a scientific meeting
- Chairpersons are typically selected based on the merit of their scientific work
- Chairing the session at the scientific meeting contributes to the **reputation** within community

#### Duties:

- It is **your** session, the impact of lectures on the audience depends on the speakers as well as on you
- Manage your session all the time, people are expecting you to **lead**, speakers are expecting you to **help**
  - **Check** that all your speakers arrived, if not, deal with the problem immediately
  - **Help** speakers to upload their presentations to the computer
  - **Introduce** speakers (name, affiliation, title) before their talk
  - **Assist** speakers with starting their presentations, operating the laser pointer, setting a microphone on
  - **Arrange** for proper lightening of the room - make a change, if needed
  - **Encourage** audience to ask questions after the presentation - if there are no questions, ask by yourself
  - **Set** order for questions from the audience
  - **Express** thanks to all speakers, encourage people to applaud and close your session