

Serving as Chair of a Conference Panel

- Have the conference schedule ready to read from.
- At the beginning of the panel, welcome everyone to the panel, giving the full name of the panel.
- Introduce each presenter (full name) with his or her presentation title. You can either introduce all of the speakers at the beginning, or introduce each speaker before his or her presentation.
- Keep track of time for each presentation (either keep track of the time on the projector or use the stopwatch option on a smartphone). Agree on a signal or signals you can give presenters to let them know they are almost out of time. If you have a full panel (five presenters), you may need to actually cut off a presenter who goes more than a minute or two over time, to make sure everyone has time to present and take questions.
- After the last presentation, announce that the presenters will take questions.
- If you want to go the extra mile, try to come up with a question to ask each presenter, in case some of them don't receive other questions.
- When it is time for the panel to end—either (1) at the end of class or (2) if the presentations end fairly early, after 10-20 minutes of questions and answers, unless there are more people eager to ask questions—thank everyone for coming, and the panel is over.