



Guidelines for Session Chairs

Arrive early	Please arrive at the venue at least 15 minutes before the session starts.
Check the setup	Prepare the venue by testing the laptop and projector using allocated assistants.
Brief all presenters	Verify and brief all presenters that presentations will follow a first-come, first-served order based on availability.
Inform about presenter attendance	Confirm that presenters must stay for the entire session to participate in the Q&A at the end of the session.
Allocate timeslots to presenters	Explain that the Session duration is 80 - 90 minutes, featuring 3-5 presentations in 15-minute slots with a 10-minute Q&A at the end.
Explain the seating arrangements	Both you and the presenters should sit at the front of the room, ideally at the presenters' table.
Download presentations	Download all presentations from https://asaswei.org.za/2025/form/presentations and store them on the Desktop. Check PC connectivity if a presenter chooses to use their computer.
Introduce the presenters	At the beginning of the session, BRIEFLY introduce the main themes and each presenter.
Manage time	Each presenter has 15 minutes and will be signalled to end at 10 and 5 minutes, and when the time is up. Introduce the next presenter.
Facilitate the Q&A session	After all the presentations, invite questions from the audience. Ask questions directly to the presenters and help clarify any difficult points. Take 4-5 questions, then ask the presenters to answer them. Keep the discussion organised so that everyone can participate.
Close the session	Wrap up the Q&A and thank the presenters and audience for their presence.
Complete session documentation	Submit key issues, ideas, arguments, reflections and resolutions at: https://forms.gle/8jLSAM6L8yDznwp6A

Thank you for your time and expertise in chairing this session



**SOUTH AFRICAN
Council for Social Service Professions**



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