

Ten Commandments for a Committee Chairs, from David Page, Canadian Hemophilia Society

1. Please communicate in advance with the speakers in your session to be sure you are on the same wavelength as to the content of the session. Make sure your speaker knows the time of his/her talk and the time allotted.
2. Determine whether there is a Q&A at the end of each talk and, if so, how much time there will be for questions.
3. Speakers have been asked to provide their presentations to the A-V technicians at the back of the room well in advance of their talks, and to come to the podium 5 minutes before the session starts to meet you.
4. Prepare notes to introduce yourself, the subject of the session and the speakers. (N.B. We will send you a document with all the speaker bios a week before the symposium and have copies on site.)
5. Start the session on time. Run the session as much as possible on time. If we are behind time, take your allotted time and we will make up time by shortening the next break. If the session starts after a break, ask people in the ballroom to sit down a few minutes before the start time. CHS staff will call people back starting 5 minutes before the session is to reconvene. Finish the session on time, if possible, but make sure each speaker has had his/her allotted time.
6. Tell speakers before their talks that you will give them a 2-minute warning before their time is up.
7. Pass the speaker a paper that says “2 minutes” when 2 minutes remain.
8. Make sure in each presentation there is some time for discussion or questions.
9. Prepare a question or two in advance in case no one comes to the microphone immediately.
10. Keep team members in the loop: avoids mishaps with careful Whatsapp messages.