

Guidelines for Chairing a Work in Progress Session

The purpose of Work in Progress sessions is to foster communication among the presenter and audience and to just let people know what other people are working on. Preparation is key, and the success of the session is dependent on your work bringing the material together.

First and foremost, the presentations will all be made from a single file and you will be in charge of changing the slides. The presenters will be given 5 minutes to talk about their work, and there will not be any set up or changeover time. To foster discussion, the presentations will be made sequentially, with questions and comments deferred till all speakers have presented.

Before the conference:

1. Collect the slides – a cover slide with title and author information plus three content slides from each presenter. These are available as part of the [online conference program](#). The slides should follow the [template](#) provided to authors. If the slides do not conform to the template you should ask the presenter to correct them. If there are more than the specified three content slides only use the first three. If the title slide is missing add it. Hopefully neither of these will be necessary.
2. Collate the slides into a single presentation. This should have a title slide for the session title with your name on it. If you have problems collating because of format contact the Office for help.
3. If the presenter has not provided slides, please create one title slide according to the template and include it in the session slide presentation.
4. Read each of the submissions in your session. These may be papers or simply extended abstracts. They will be emailed to you if you accept this assignment.
5. Prepare discussion points for each work and additional context setting points that will be helpful to the authors and for general discussion of the areas of work. You can deliver some of this from slides, but the intent is to spark and foster discussion, not present material.

Before the session starts:

1. Arrive at the session at least 5 minutes before the session starts.
2. Introduce yourself to the presenters scheduled for your session beforehand. They should also arrive in the room just before the session begins.
3. Carry a wristwatch in order to keep the time.

During the session:

1. As each presenter in your session stands up to present their slides, introduce the presenters by name, and state the titles of their presentations using the title slide in the presentation.
2. Keep each speaker to 5 minutes of presentation. After this is done ask them to be seated and introduce the next speaker.
3. Be prepared to resolve logistic problems with the help of the room supervisor.
4. Be considerate of the author's aptitude for presenting and guide if needed.
5. Be prepared to keep discussion going if the audience does not bring forward comments.

After the session:

This is the first year that work in progress sessions have been offered, and we need to figure out what works and what doesn't. To this end you will be given an evaluation page by the session monitor. Please fill this out and return it to the registration desk.

Please find further suggestions in this short but informative article on chairing a session: <http://www.ploscompbiol.org/article/info%3Adoi%2F10.1371%2Fjournal.pcbi.1000517>