



European Transport Conference 2022



# EUROPEAN TRANSPORT CONFERENCE

## 7 – 9 September 2022

*Politecnico di Milano, Bovisa Campus*

### NOTES FOR SESSION CHAIRS

The role of the Session Chair is vital to the success and professionalism of the Conference; we hope you'll enjoy the experience and thank you again for volunteering.

The Association is keen to ensure that participants (both speakers and delegates) gain the maximum benefit from attending the Conference and, to that end, asks Session Chairs to take responsibility for the structure and management of the session.

Please see the notes below regarding your role before and during the Conference.

#### The Role of the Session Chair

##### Before the Conference

- Review the period of time allocated to your session and decide on the format, speaker presentation lengths and question and discussion time
- Decide on the ideal order of presentations. It is for you and the speakers to agree on the optimal format of the session. Please inform Sally Scarlett of your decision then the programme can appear in the correct order in the timetable available at the conference
- Contact session speakers informing them of timings, request a few words of biographical information (for your own use for introducing them at the event) and confirm their attendance.
- Prepare introduction notes for use during the session about each speaker and comments in case there are no questions and discussion is slow.

Please make sure that you have contacted those speakers who have asked for help from a Programme Committee member. They are likely to be inexperienced speakers or those who have not attended the Conference before. It is very easy to lose those who come once and do not have a good experience. Please help AET to retain their interest.

*An unexpected good outcome of the experience of ETC online in 2020 and 2021 were the pre-conference familiarisation sessions for chairs and speakers. The purpose was to make sure that all chairs and speakers were comfortable with the technology to be used. In fact, we realised that the pre-conference face-to-face contact of the speakers and the session chairs led to more cohesive sessions. We will offer the opportunity for chairs and speakers to get together online before the conference to discuss the session in general terms and to "put faces to names".*



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### Other Preparation Ideas

- Notable innovations or points of interest.
- Common threads and contrasts with previous papers.

### At the Conference

#### Speakers and Presentations

- Ensure session starts and ends at the correct time.
- Introduce speakers to the audience (speakers should have provided a few words of biographical introduction).
- Ensure speakers keep to their allotted time – this is **really important** as it is very upsetting if earlier speakers use too much time and later speakers do not have enough time
- Ensure the audience can hear, see the slides and understand the speaker's presentation and resolve any issues should they arise.
- Remember it may be the first time some speakers have presented or may be particularly nervous so please ensure they are supported and encouraged.

#### Common Threads

- The organisers are aware that there are occasionally instances where speakers introduce their paper and presentation and cover the same introductory material in setting the scene. If you think that this might happen, please agree with your speakers that either you, or one of them, sets the scene once and repetition will be avoided.

#### Discussions and Questions

- Invite comments from the audience and guide the discussions.
- It is advisable to have some questions or comments ready in case discussions are slow. You are encouraged to present your own point of view, ensuring not to monopolise discussions.
- The audience will include delegates with many differing levels of expertise, interest and fluency in English, it being a second language to a large number of attendees. Please be constantly aware of this issue and assist, ensuring clarity from the speakers (asking the speaker to repeat if required), repetition of questions, expanding any abbreviations, intercepting between the speaker and delegate if required and also offering to take written questions.
- The balance in the audience between practitioners on the one hand and researchers and academics on the other may be rather uneven, in which case it may be appropriate for the Session Chair to invite comments from particular individuals or representatives of particular groups. All discussants should be asked to announce their name and employing organisation.

#### Delegates

- As always, we welcome all delegates, especially those attending for the first time which can be an intimidating experience. Please make the experience of your session as welcoming and interesting as possible.



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### Stewards

- Each seminar will have a steward allocated to the particular presentation room for the day and will be asked to introduce themselves to you at the start of each session.
- The steward is generally a student with an interest in the topics covered by the seminar. The name of the steward will be given to you.
- The stewards are there to assist and support you and the Conference Organisers
- Their role is to ensure the smooth running of the sessions by supporting the speakers and Session Chair throughout the seminar as well as organising the visual aid equipment, noting the numbers attending each session etc.
- They are also your link with the Conference Desk and technician in case of any problems or an emergency and can be called on to assist with any issues which may arise.

***If you are a member of the Peer Review Panel you will have additional roles and responsibilities – these are in a separate document.***

If you have any queries or problems please don't hesitate to contact Sally Scarlett:  
[sally.scarlett@aetransport.org](mailto:sally.scarlett@aetransport.org)

During the Conference +44 7831 663653

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