

Session Chair

The Session Chair Director/s are responsible for organising, appointing, preparing, and facilitating session chairs for all online and in-person conference sessions (apart from invited panels, keynote speaker and featured speaker sessions). Session Chair Directors nominate Session Chairs for particular program sessions from the iLRN Board, iLRN Initiative Leadership, qualified volunteers, and the Organizing Committee, itself to find someone well-suited to read the papers and review materials associated with a given session and host / referee the session.

More specifically the Session Chair Directors have the following responsibilities:

- Gathering a fresh pool of qualified candidates for Session Chairs in both the online and in-person conference formats.
- Preparing Session Chair instructions and supporting materials germane to the conference settings and formats.
- Coordinating Session announcements to be read by all Session Chairs prior to and then following presentations.
- Setting up a stand-by system for emergency Session Chairs should the appointed chair not be available.
- Collecting records of presenter attendance & performance from Session Chairs and sending completed reports to share with Publication Chairs.
- Collecting feedback and leading in the analysis of Session Chair suggestions and performance review.

The Session Chair Director is appointed to serve a 2-year term. The first year in an apprentice role to a more experienced chair.

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