

Conference Session Chair Briefing Checklist

Complete one copy for each chaired session. Replace every blank and role label before briefing the chair.

Session details

Field	Enter details	Field	Enter details
Event		Program version	
Session title		Format	
Date and time		Room or link	
Chair		Backup chair	

Named contacts

Role	Name and contact	Role	Name and contact
Program lead		AV or virtual host	
Accessibility lead		Conduct or safety lead	
Room lead		Emergency route	

Running order

Item	Speaker or action	Start	End	Warning cue	Owner
Opening	Session welcome and notices				
Talk 1					
Talk 2					
Talk 3					
Q and A					
Close	Thanks and next announcement				

Pre-session check

- [] Confirm the current order, official end time, warning cues, and Q and A allocation.
- [] Check microphones, slides, clicker, visible clock, captions, interpretation, and remote connection.
- [] Verify each speaker's presence, name pronunciation, affiliation, title, and introduction.
- [] Confirm the microphone runner or chat monitor and the route for in-room and online questions.
- [] Ask the program lead how to handle a late or absent speaker. Do not assume the order can change.
- [] Keep program, AV, accessibility, conduct, and emergency contacts ready.

Chair notes

Copy-ready chair scripts

Moment	Suggested words
Huddle	We will follow the published order. I will give the agreed warning at [time] and stop at the end. We have [number] minutes for questions.
Opening	Welcome to [session title]. Each presentation runs for [duration], followed by [Q and A arrangement]. We will finish at [time].
Introduction	Our next speaker is [name] from [affiliation], presenting [verified title].
Time warning	You have [number] minutes remaining.
Stop at time	I need to stop you there so we can keep the session on schedule.
Redirect	Thank you. Could you turn that into one concise question for the speaker?
Close	That concludes our session. Thank you to our speakers and to everyone who joined us. [Approved announcement.]

Exception and escalation route

Situation	Chair action	Escalation owner
Late or absent speaker	Follow the approved hold, skip, or discussion plan. Do not reorder without approval.	Program lead
AV or connection failure	Pause briefly and use only the approved fallback.	AV technician or virtual host
Speaker overrun	Give the warning, then use the prepared stop. Escalate a refusal.	Program or room lead
Access support fails	Pause when equal access is lost. Protect private information.	Accessibility lead
Unsuitable question	Ask for one concise, relevant question, then end the exchange if needed.	Chair, then conduct lead
Harassment or conduct concern	Stop the exchange and use the confidential reporting route.	Conduct or safety lead
Medical or venue emergency	Stop the session and follow the venue emergency instructions.	Venue safety team
Earlier program delay	Protect the published end time unless an authorized change is given.	Program lead

Closeout

- [] End at the published time and give only the approved next-step announcement.
- [] Return room materials and report technical, access, schedule, or recording concerns.
- [] Use the confidential route for conduct, safety, harassment, or medical concerns.
- [] Submit a factual session note while the details are still clear.

Chair report Issues, action taken, owner notified, and follow-up required:
