



# BSAS 2026 SESSION CHAIR GUIDELINES



Shaping the future of  
**ANIMAL SCIENCE**

## **Preparing for the Session**

You will receive information about your session that includes the session timings and abstracts. It is essential that you view these in advance of the conference. These must not be shared externally.

Session chairs are asked to liaise directly with the presenters in their session to ensure that they understand all of the requirements, this is particularly welcomed by those in their early career. We recommend that you prepare at least one question for each speaker.

## **On the Day**

Please ensure you are in the allocated room 15 minutes before the session starts. During this time, you will have an opportunity to meet the speakers and session assistant.

## **Timekeeping**

It is the responsibility of the chair and the conference assistant to manage the time of the session. We recommend having a time keeping device handy so that you can easily see the time (a mobile phone or a watch will work fine) to ensure speakers keep to their allocated time and that any Q&A does not overrun.

## **Introducing the session**

Chairs are asked to prepare a short introduction for the session (no more than 5 minutes unless more time has been allocated – this will be shown in the programme). In this introduction, you should briefly introduce the speakers and their presentations. And if the session is sponsored, thank the sponsor for their support.

The chair is responsible for selecting the most relevant and engaging questions for the speakers. Remember, if the session has a dedicated Q&A, to evenly distribute questions to all speakers. Make sure you direct the questions to a particular speaker.

## **Duty of care**

As a chair you are responsible for managing questions and discussion fairly, do not allow a younger or shy speaker to be harangued. Although scientific rigour is of course vital, and you must defend those who require it. If a speaker is not answering correctly re-explain the question tactfully.

## **At the end of the session**

Bring the session to a successful conclusion. Remember to thank the speakers for their presentations and to thank the audience for their attendance and questions.

## **SESSION GUIDELINES**

### **Your role as chair**

The role of the chair is to host the session by introducing the topic(s), speakers and managing the Q&A session.

### **Conference Assistants**

Each session will have a conference assistant. The role of the conference assistant is to ensure that the session runs smoothly by assisting the speakers and chair. You will be introduced to your session assistant in advance of the conference.

The BSAS conference team will manage the technical aspect of the presentations e.g. uploading presentations to the session laptop and handle any queries or issues on the day.

### **Deputy Chairs**

Sessions may be allocated a “Deputy Chair” from our early career membership. If so, please contact them as soon as you are introduced to them and agree sharing of the responsibilities ahead of the session.

Please allow the Deputy Chair to take on as much responsibility as they are willing, as this is an opportunity to help our colleagues to develop chairing skills. Do be prepared to step in to support them during the session if needed.

### **Information Session**

Chairs and Deputy Chairs will be invited to a virtual meeting in the run up to the conference to update and discuss the conference and responsibilities. This will also provide opportunity for you to ask any questions that you may have.

## Information

Photos of your session may be taken and used for marketing purposes throughout and after the conference.

You may be contacted by BSAS prior to the conference for further information to promote the session.

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