Australasian Cognitive Neuroscience Society

Guidelines for Session Chairs

Preamble: These guidelines are for session chairs of oral presentations (including keynotes) to support ACNS' commitment to increasing accessibility for people with vision and hearing impairments. It is important to keep in mind that both audience members *and* presenters may have accessibility issues.

These guidelines should be read in accordance with the ACNS Recommendations for Giving Accessible Presentations document.

Responsibilities of the Chair:

1. Prior to the session, confirm with speakers if they require assistance loading their presentations. Confirm with the speakers an agreed-upon method for signalling time warnings (i.e., sign, hand signal, etc.).

2. It is good practice to load each speaker's slides prior to each presentation within the session.

3. At in-person events, make sure the microphone is working and is directed towards the speaker's mouth. Ensure every speaker uses the microphone, it is not acceptable for speakers to declare that they 'talk loudly enough'. The microphone ensures people can use the assistive technology in the room. These are less of an issue in online webinars, however, the growth of more hybrid (in-person+online) events requires closer monitoring of clear communication channels to ensure equitable access to the information within sessions for all participants.

4. Encourage audience members at in-person events to use the microphone when asking questions. If this is not possible, the Chair should repeat the question intothe microphone.

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