SMALP

Chair's Brief

Aim of the Event

The SMALP Network offers lively, interactive meetings that bring students, postdocs, junior and senior investigators and industry together to discuss new developments.

Objectives

Treat the audience like your customers. Your job is to ensure that they obtain the information they want. You'll set the pace, let conversations develop, exerting control as needed.

Preparation

Get to know the presenters and subject: Read the business plan summaries beforehand.

Chair Tasks

1. **Introduce speakers**. Keep this brief to fill time while the presenter starts sharing their screen. Just the name, position and title (verify the pronunciation of unfamiliar names before the event).
2. **Keep speakers on time**, lifting 2 and then 1 finger to indicate to the presenter that they have 2 and then 1 minute to allow 5 minutes for Q&A in their 20 minute slot.
3. **Ask people to ask single questions concisely**. Allow questions several from several people, moving on to the next query when there is a pause if needed.
4. **Have a question ready** in case there is no question from the audience.

Notes: The audience may be asked to respond to a zoom poll during the Q&A.

No recording by participants is allowed for these private meeting.

Running the Show

Be a leader and know the impact of body language: The body language of the chair is often echoed by others (so try sit up straight and avoid fidgeting).

Keep the discussions on track. If necessary, look for an opening to redirect by reframing a question, interject politely to pass the conversation to another person, or move on to the next query.

Know when to move on: Don't let anyone dominate the session over others, interject between their breaths and invite another person to ask a question.

Wrapping up

Closing: Let the presenters make a closing statement. Thank the presenters as the session ends.

Encourage the discussion move to action: The conversation between the audience and presenters can continue in the chat space, breaks and closing discussion.