NARST Conference Session Presider Instructions

Thank you for volunteering to serve as a **Presider** at the **NARST** Annual International Conference! Presiders play a vital role in fostering sessions that reflect NARST's commitments to equity, accessibility, scholarly rigor, and respectful dialogue. We are grateful for your service in helping NARST cultivate conference spaces that are inclusive, welcoming, and intellectually generative.

The guidance below is intended to support inclusive, accessible, and well-facilitated sessions.

We have assigned you to a session in one of the Strands for which you volunteered. To find your assignment, please go to the online conference program and search for your own name. You will see one session in which your role is "*Session Presider*".
https://virtual.oxfordabstracts.com/event/74755/people

Each assigned Presider is expected to serve as a Presider for only one session.

Before the Session

- **Review the program**
  Familiarize yourself with the session title, presenters' names, and presenters' order.

- **Arrive early**
  Plan to arrive **10–15 minutes** before the session begins, during the preceding break.

- **Support accessibility and logistics**

  o Encourage microphone use by all speakers.
  o Encourage presenters to test audiovisual equipment and facilitate communication with conference personnel if challenges arise.
- **Connect with presenters**

  o Introduce yourself and confirm name pronunciation and pronouns.
  o Confirm presentation timing and state how you will give time warnings.
    - *Example: A 90 minute session with 4 papers allows 12-15 minutes of presentation, 5 minutes Q&A, and 1-2 minutes to transition to the next speaker,* but make sure you negotiate this with the presenters.
    - Timecards for 5, 2 and 0 times are provided.
  o Encourage presenters to speak at a measured pace and to be mindful of accessibility supports they need to provide the attendees.

Starting the Session

- Begin **on time**, even if some presenters or attendees arrive late.
- Welcome attendees and briefly introduce the session by Title and Strand.
- State expectations clearly and transparently:
  o Number of presentations and time allotted for each.
  o When questions will be taken (after each presentation or at the end).
  o A brief reminder of NARST's norms for respectful, inclusive, and constructive scholarly exchange.

Suggested opening script:
"Welcome to this NARST session entitled [session title]. My name is [your name], and I will be presiding today. This session will have [number] presentations. Each presenter will have [X] minutes to speak, followed by [X minutes] for [questions/discussion] if time permits OR "we will have about [x minutes] for Q&A at the end. Please help us honor everyone's time by holding questions until the end of the talk and contribute to a respectful and inclusive dialogue.""

During the Session

- **Keep time equitably**
  - Provide consistent time warnings using the time cards.
  - Gently but firmly conclude presentations that exceed their allotted time to allow fairness. When time runs out, no questions will be allowed.
  - Allow 1-2 minutes to transition to next speaker.
- **Support accessibility**
  - Encourage presenters to use microphones and to repeat questions back to the audience before responding.
- **Facilitate inclusive participation**
  - Monitor the room to ensure respectful engagement.
  - When appropriate, invite questions from a range of voices.
  - Be attentive to power dynamics and intervene if comments become dismissive, inappropriate, or exclusionary.
- **Manage challenges calmly**
  - If technology fails, support presenters in continuing without slides or with alternative formats. Technical support will be available at the conference venue.
  - If accessibility barriers arise, prioritize adjustments that allow participation for all attendees.

Facilitating Q&A and Discussion

- Clearly indicate when the Q&A period begins and ends, allowing time for transition to the next speaker.
- Encourage concise questions and constructive, scholarly dialogue.
- Manage time transparently (e.g., "We have time for one more question").
- Redirect/reframe questions if needed to maintain respectful and productive discourse.

Closing the Session

- End the session **on time**.
- Thank the presenters and audience for their contributions.
- Share any announcements provided by NARST conference organizers.

Suggested closing script:
"Thank you to our presenters for their thoughtful scholarship and to our audience for engaging with their work. This concludes this NARST session."

After the Session (if applicable)

- Notify conference organizers of any issues, incidents, or notable concerns so they can be addressed in future sessions.