Guidelines for Session Chairs
Oral Presentation (OP) Sessions

Dear Session Chair,

Thank you for agreeing to be a Session Chair at the World Congress on Railway Research.

Each session will consist of 4 to 5 presentations, each 15 minutes long, followed by a 5 minute Q&A session. The duration of the Q&A session will depend on the number of presentations in your session. You will be contacted by the WCRR Planning team with information about the timing and location of your presentation session. If you have not received this information, please contact us at papers@wcrr2022.co.uk

Preparing to Chair your Session

- Please check the details for the session you will be chairing. These details will have been emailed to you by the WCRR Planning Team.

- We recommend that you review the full papers and consider preparing some comments and questions in advance to help promote active discussion.

- Please arrive 10 mins before the start of the session.

- Please check all presenters are in the room and directed to the seats reserved for speakers.

At the session

Members of the WCRR Planning Team will be available to support and assist with the delivery of the session. Technical staff will also be located in the room to ensure the session runs smoothly and there are no issues with the presentation material. If you have any questions or concerns, please seek assistance from the Planning Team members present in your session.

As a Session Chair you will be required to:

- Welcome participants to the Session and introduce the Session theme.

- Briefly introduce yourself (name and affiliation).

- Request that mobiles phones are silenced for the Session.

- Provide a brief overview of how the session will work, covering both the presentations and the Q&A sessions after each presentation is completed.

- The Session Chair will be responsible for effective timekeeping. When the 15 minute time limit has been reached please ask the speaker to conclude their presentation, run the 5 minute Q&A, and then move on to the next speaker.
- If a presenter is not there for their presentation, please move on to the next presentation.
- When all the presentations are complete (and if there is still time remaining), please invite presenters to join you at the front of the room and invite participants to ask questions.
- Feel free to ask questions and ensure there is active discussion in the room, particularly if there a speaker received few or no questions.
- Please invite delegates to cast their vote for the best paper at the end of the session, via the WCRR Event App.
- Please announce the end of the session at the scheduled ending time.

Evaluation of Presentations

Please evaluate the presentations using the WCRR Event App. If you do not have access to the app, please let the WCRR Planning Team member supporting your session know and so your evaluation can be collected manually.

The scores provided will be collated with the paper review scores to select nominations for the Best Paper Awards. The awards will cover the 8 main tropics of the Congress, with an additional award for the best young researcher. The total score will consist of 70% from the full paper review and 30% for the presentation / poster evaluation score.

Papers for both Interactive and Oral Sessions are of equal importance and all presentations / papers are eligible for awards in the same categories. Please keep this in mind when filling out your evaluation sheet.

If you have any questions, please contact the WCRR Planning Team:

Email: papers@wcrr2022.co.uk