

‘Educating Global Citizens’ Symposium 2016:

Guidelines on applying to chair a symposium session

If you are applying to chair a session of student presentations during the student research symposium on Friday 15 April, please read these guidelines prior to submitting your application.

What are we looking for?

We are inviting applications from undergraduate and postgraduate students at the University of Southampton to chair two-hour sessions of student research presentations. The role of the chair is to:

- Ensure that the sessions start and end on time, and that each person is allowed the correct amount of time to speak.
- Introduce the speakers and facilitate the question and answer session. This doesn’t mean that you need to ask all the questions (though it’s good to have one or two up your sleeve just in case); it involves inviting questions from the delegates and ensuring that everyone in the room can hear the questions and the answers.

You don’t need any prior experience of chairing; this symposium is designed to give students new opportunities for their CVs. If your application is successful, we will provide you with guidance and a training session so you are fully equipped for the role.

Some guidance on the application form:

Why would you make a good session chair?

We need session chairs who will be:

- Organised and reliable. Have you been involved in the running of an event in the past? Tell us about that.
- Clear communicators. You’ll be provided with all the information you need, but you’ll need to communicate it clearly to delegates and speakers.

The rest of the application form should be self-explanatory, but if you have any questions please don’t hesitate to get in touch!

NB: the information about your degree course is only for interest, to provide us with information about where we are receiving applications from. It will not be considered as part of the judging process.

A few general ‘dos’ and don’ts’ for your application:

Do	Don’t
Clearly describe the reasons you would make a good session chair	Feel you have to use all of the words in the chair application. The 100 words is a limit, not a target.
Be as specific as possible	Be vague
Proofread	Exceed the word limit
Spell out acronyms	Use jargon
Submit on time.	Be too humble. You’re being considered against other students for this position.