

## **KaHiFi2023 Conference “Democracy and Education in Transition”**

The Finnish Society of History and Philosophy of Education (FSHPE) Annual Meeting - Summer Days 2023

Democratic education and political polarization in the era of global crises – DEMOPOL research project (Kone Foundation, 2021–2024) International workshop in philosophy of education

### **INSTRUCTIONS FOR CHAIRS OF PARALLEL SESSIONS (useful to presenters too)**

- Please be present at the designated room at least 5 minutes before the parallel session starts.
- Ask all the speakers to load their presentations on the room PC before parallel session begins. It is also possible to attach your own device to the screen.
- Ask speakers for how their names are pronounced.
- If the presenter has not provided their pronouns, use the neutral ‘they/them’ pronouns in case you need to refer them in third person.
- Each session starts at its allotted time whether or not anyone has started speaking. Speakers are allocated 30 minutes in total: 20 minutes for the talk and 10 for questions and discussion.
- When the parallel session starts, shortly welcome all and tell your name (and your affiliation if you feel like it).
- Before each presentation, introduce the next speaker by welcoming them and telling their name (they can tell their affiliation and the title of their talk themselves).
- When the talk has started, show the speaker how much time they have left 5 minutes and 1 minute before the end of their presentation
- As a chair, you moderate the conversation during the Q&A part. Please try to make the conversation constructive and inclusive. Here are some guidelines:
  1. Let’s treat everyone in the same manner and not use first names when chairing, even when we know the speaker. This way we don’t make newcomers feel like outsiders.
  2. Before the first question part begins, instruct the audience to raise their hand if they have a question. Ask the questioners to state their name, so people who have shared interests in the session can follow up and people can refer to questions that have been asked.
  3. One question per questioner (they can ask a second question later if there is time).
  4. No follow-up questions as there so little time for Q&A.
  5. Be prepared to interrupt the questioner to press for a question, if they go on for a long time. Also feel free to cut someone off if they are being rude/aggressive/disrespectful. You can just say, "Let's move on to the next question..."
  6. Questions don't need to be asked in the order you noticed the hands. It is good to mix up the questions from different genders, students/faculty, senior/junior, etc. As a chair, you have control over the quality of the discussion and allotting the turns for questions.

**ENJOY THE SESSION AND THANK YOU FOR YOUR CONTRIBUTION!**