<u>International Symposium on Lattice Field Theory Chair Guidelines</u>

(to be handed to session chairs)

The Chairs' actions can have a significant impact on making the conference enjoyable for all participants. Chairs are broadly responsible for ensuring a professional atmosphere and for enforcing the time schedule so that the question and answer sessions are as effective as possible. Therefore, Chairs may want to familiarise themselves particularly with the code of conduct, with this document, and with the duration of the talks.

Below we list some best practice tips for Chairs:

1. Introduce yourself at the start of the session.
2. Introduce yourself to the speakers in your session beforehand (where possible), and ensure you know how to pronounce their names so that you can introduce them appropriately.
3. All questions should be asked and answered using a microphone if available to ensure that all participants can benefit from the answer.
4. If you deem a question to be inappropriate or unprofessional, it is expected that you intervene or take another question.
5. Chairs are encouraged to be conscious of their biases and avoid preferentially selecting some people and/or paying attention to only some parts of the room.
6. After the talk ends, try to wait a few seconds longer than you normally would before choosing the first question. This gives time for more people to formulate their questions and can help to encourage more questions from early career scientists. If someone is very active and asks questions after each talk, feel free to choose someone else sometimes.
7. Chairs are encouraged to keep speakers to their allotted time. Allowing more time for questions is preferable to allowing the speaker to run over their time.

Acknowledgement: Based on the European Southern ObservatoryChair Guidelines https://www.eso.org/sci/meeting