

## Guidelines for IDCC session chairs

Many thanks for agreeing to chair a session at IDCC18 - we're delighted to have you involved.

We have already emailed a few instructions. These guidelines serve as a reminder of those administrative details, and a request to help us increase the representation and visibility of women at the conference.

### Running the session

- Liaise with speakers to preload all slides on to the machine in advance
- Identify one or two microphone runners from IDCC staff or volunteers in your session
- Introduce yourself, the context of the session and how it will run
- Introduce each speaker and keep them to the allotted time as attendees may change tracks
- If time permits, invite questions after each paper
- Use microphones and ask the questioner to identify themselves by name and affiliation
- Where time is available at the end of the session, allow for a cross-paper discussion
- Collate the slides to hand back to DCC staff at the registration desk

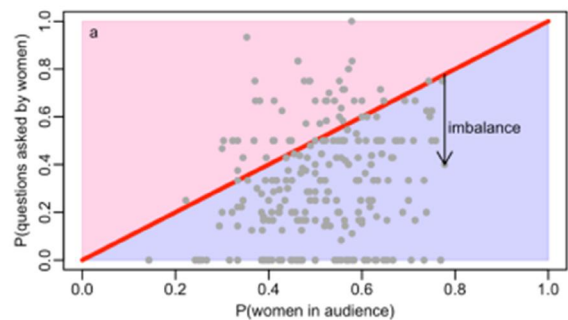
All speakers have been asked to show up to the session in advance to preload slides and liaise with you. They are also aware that their time allocation covers the presentation and questions. If you experience any technical issues, contact venue staff in this first instance. If they are unavailable, ask someone else to contact DCC staff at the registration desk.

### Questions

IDCC is a friendly conference that generates healthy, open debate. In light of some recent research on women's visibility in academic seminars though, we'd like to experiment at IDCC18.

The research by Carter et al (2017, <https://arxiv.org/abs/1711.10985>) indicated that the gender of the first person to ask a question predicted the gender imbalance in subsequent questions, with proportionally fewer questions asked by women when a man was the first to ask a question. Other research<sup>1</sup> has shown that men still out-talked women when the group was 60% female. 59% of IDCC18's delegates are women. We've always aimed to foster an environment where all are encouraged to voice their opinions and remove [unconscious bias](#) and perceived barriers to visibility. Thus, we have a simple request to make to you as session chairs.

*The gender "imbalance" in question-asking*



When chairing we would be grateful if you could invite a female to ask the first question (if feasible) and to encourage a balanced discussion thereafter in terms of gender and seniority.

Thanks again for your contributions and we look forward to advancing discussion!

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<sup>1</sup> <https://debuk.wordpress.com/2015/05/23/why-women-talk-less>