



### **What should I do if the discussant doesn't show up for the session?**

All discussants in the conference program have confirmed their participation and are expected to perform their roles. If there is an emergency that requires last-minute cancellation, discussants should make every effort to email the written comments that they would have given, so that the chair and panelists can read and discuss those comments during the session. In the event that the discussant(s) does not arrive for the session, and has not communicated their absence to any of the panelists, panelists should still present their papers and exchange feedback with one another. After the session, please inform the MPSA of the discussant's absence by emailing the Conference Director ([speelmon@mpsanet.org](mailto:speelmon@mpsanet.org)).

### **What should we do if the chair is absent?**

All chairs listed in the conference program have confirmed their participation and are expected to fulfill their role. In the event of an emergency, chairs should make every effort to notify session participants in advance and designate a replacement.

If the chair does not arrive and has not communicated their absence, the first discussant should step in to serve as chair. For Lightning Talk sessions, where there are no discussants, the first presenter should assume the role of chair.

The acting chair should follow the hybrid conference instructions posted in the room and may refer to additional guidelines for chairs [here](#).

### **Chair responsibilities include:**

- Introducing each paper, its author(s), and the discussant(s).
- Introducing each paper and the authors as well as the discussant(s).
- Managing time to ensure all presenters stay within their allotted slots. As a guideline:
  - 5 presenters: 10 minutes each
  - 4 presenters: 13 minutes each
  - 3 presenters: 14 minutes each
  - This should be followed by approximately 20 minutes for discussant comments and 15 minutes for audience Q&A.
- Ensuring that discussion remains respectful and productive.

After the session, please inform the MPSA of the chair's absence by emailing the Conference Director ([speelmon@mpsanet.org](mailto:speelmon@mpsanet.org)).