

Instructions for session chairs

Thank you for serving as a Session Chair at DESIGN 2026. Your role is essential in ensuring that sessions run smoothly, remain engaging, and uphold the high standards of the conference. Beyond time management, you play a key role in shaping the quality of discussion and interaction within your session.

Please review the guidelines below to support you in managing your session effectively.

1. Preparation before the session

- You will receive access to the papers in your session via **ConfTool approximately two weeks prior to the conference**
- Please **familiarise yourself with the content** of the papers in advance
- CVs and contact details of presenting authors will also be available in ConfTool
- You are encouraged to:
 - contact presenters in advance if needed
 - clarify presentation details or expectations
 - identify **common themes or links** between papers to support a more cohesive session
- Consider preparing **1–2 questions per paper** to stimulate discussion if needed

2. Arrival and session opening

- Please arrive in the session room **at least 15 minutes before the start**
- Coordinate with the **technical helper**, who will assist presenters with uploading presentations
- At the beginning of the session:
 - briefly introduce the **session theme and structure**
 - outline the **presentation format and timing**

3. Introducing speakers and closing the session

- Introduce each presenter using the provided CV:
 - keep introductions concise and relevant
 - highlight key achievements related to the topic of the paper
- Maintain a professional and welcoming tone throughout
- At the end of the session:
 - provide a brief **synthesis of key insights and themes** (if appropriate)
 - optionally highlight important upcoming conference events

4. Session timing and structure

- Each presentation is allocated **15 minutes in total**:
 - **10 minutes** presentation
 - **5 minutes** discussion

- Please ensure **strict adherence to the schedule**
- Apply a clear time-warning system:
 - notify presenters at the **7-minute mark**
 - ask them to conclude at the **10-minute mark**
- Active time management is essential to:
 - ensure fairness across presenters
 - maintain the overall conference schedule
 - allow sufficient time for audience engagement

5. Facilitating discussion and interaction

- Your role includes actively fostering a **dynamic and interactive session**
- Encourage audience participation after each presentation
- If discussion is limited:
 - initiate questions yourself
 - connect presentations where relevant
- In case a presenter is absent:
 - do not move immediately to the next presentation
 - instead, use the allocated time to:
 - facilitate discussion
 - reflect on related topics
 - this helps maintain the programme structure and supports participants moving between parallel sessions

6. Technical support

- A **technical helper** will be present in the room to support:
 - presentation uploads
 - basic technical issues
- Session chairs are not expected to manage technical details directly but should coordinate with the helper if needed

7. Special acknowledgements

- Some papers in your session may receive the **DESIGN 2026 Reviewers' Favourite Award**
- These will be indicated in the **Book of Abstracts**
- A helper will provide a certificate where applicable
- Please ensure that awarded papers are **formally acknowledged during the session**

8. General note

Your leadership, preparation, and engagement are key to creating a high-quality session experience. We encourage you to foster an open, respectful, and intellectually stimulating environment for all participants.

For any questions or additional support, please do not hesitate to contact the conference organisers.

Thank you once again for your valuable contribution to DESIGN 2026.

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