



BEST PRACTICES FOR INCLUSIVE SESSION CHAIR MODERATION

Here are *some* best practices for session and workshop chairs at the ASOR Annual Meeting.



**If in doubt,
reach out to
ASOR Staff or
a member of
the Executive
Committee**

RESPECT

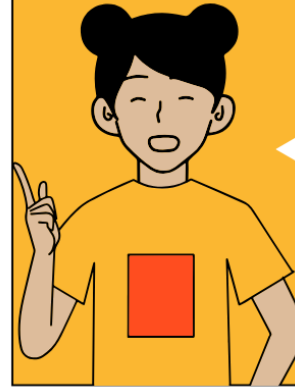
Remember the job of session or workshop chair is, in addition to the duties of the conference, to contribute to “**an atmosphere of mutual respect**” as outlined in the Code of Conduct for the ASOR Annual Meeting.



Learn more: <https://www.asor.org/about-asor/policies/code-of-conduct/>

COMMUNICATE

Communicate clearly with your presenters *before* the session, during the meeting, and with your audience. Make sure everyone knows the format of the session or workshop.



Learn more: Ana Sofia Barrows, et. al. 2020. “So, you want to host an inclusive and accessible conference?” FACETS 6: 131-138. <https://doi.org/10.1139/facets-2020-0017>.

PRE-MEETING

Reach out to your presenters and consider using the ASOR Chair Email Template. Key things to consider: presenters’ names, pronunciations, titles, and pronouns (only if they want to offer them—never require this). Ask how they want to be introduced and if they need accommodations. Clarify length of talks or format of workshops.



Learn more: <https://www.edi.nih.gov/blog/communities/what-are-gender-pronouns-why-do-they-matter>

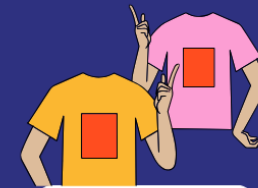
AS A CHAIR, YOU SHOULD:

- Be prepared & brief
- Manage time
- Make the implicit, explicit
- Manage the room with a “Step Up / Step Back”
 - Ask dominating voices to “step back” allowing for others to “step up”
- Support diverse voices and perspectives
- Contribute to accessibility



Learn more: <https://www.meetingintentions.com/post/step-up-step-back>

- Stay calm, but say something—it is up to YOU.
- Refer to the back of your name tag for key contacts
- Deescalate the situation and get help if it is needed.
- Talk to ASOR Staff for next steps



**WHEN
SOMETHING
GOES
WRONG**

Learn more: <https://doso.students.wisc.edu/guide/verbal-de-escalation-techniques/>