



**Guidelines for Session Chairs
at Meetings of the American Society for Aesthetics**

Approved by the ASA Board of Trustees February 14, 2022

- (1) If chairing a panel, alternate asking each panelist a question, so that one panelist doesn't receive most of the questions while others sit there silently. If necessary, the chair should have a question ready for each panelist, in case audience members "ignore" one or more of the panelists.
- (2) Call on junior scholars and grad students first, as their views are less likely to be known than those of more established scholars. Chairs might also explicitly request questions from these groups.
- (3) During on-line meetings, handle questions by having participants DM the chair. This will both help participants formulate their questions (instead of rambling) and allow the chair to make sure that one or more people don't dominate the question period.
- (4) If a session is anticipated to be particularly sensitive, make sure it is chaired by someone confident and seasoned. That said, do not deny chairing opportunities to junior scholars and grad students.
- (5) In large meetings - particularly if the speaker is not a philosopher – consider soliciting questions in writing rather than by "open mike".
- (6) Be aware of and respect participants' preferred pronouns.