



SOME TIPS AND SUGGESTIONS FOR SESSION CHAIRS

The role of the session chair is to organize the presentations scheduled for the session and lead the floor discussion by keeping strict time during each presentation and plan time for discussion.

The total time dedicated to each regular session is 90 min. Time dedicated to each presentation depends on the number of speakers in the session. In case of

- three presentations, each presenter will have 20 min. for presentation
- four presentations, each presenter will have 15 min. for presentation.

Session chairs are free to allocate the discussion time. Some prefer a general long discussion of the topic at the end; others prefer short discussions after each paper.

A more detailed checklist for session chairs can be helpful:

BEFORE THE SESSSION BEGINS

- ✓ Prepare a SHORT welcome to the audience and a SHORT description of the session
- ✓ Be in the room 10 minutes before your session begins.
- ✓ Check the condition of the equipment (computer, microphones, etc). Any problem should be communicated to the Local Organizing Group
- ✓ Introduce yourself to the speakers and introduce them to each other.
- ✓ Check the speakers' names (and pronunciation of names), titles, and affiliation.
- ✓ Tell the speakers how much time they have, and inform them about the discussion method you prefer.
- ✓ In order to inform speakers about their remaining time, you can use the cards (with text '5 min', '1 min', 'stop') that we will provide.

DURING THE SESSION

- ✓ Start on time.
- ✓ Use the first 2-3 minutes to welcome, introduction of the topic, and the introduction of the first speaker.
- ✓ Make sure that each speaker is informed about the remaining time (by using card for "5" minutes left, "1" minute left, and "stop") and has a working watch with you.
- ✓ If a speaker ends early, or does not show up, use the extra time for discussion.
- ✓ If a speaker does not show up, you can also end the session a couple of minutes earlier, and have speakers and audience enjoy an informal discussion with some well-deserved coffee/tea.
- ✓ Please take care that you end on time (people like to have a coffee break).

THE LOCAL ORGANIZING GROUP WISHES TO EXPRESS SINCERE THANKS FOR YOUR KIND CO-OPERATION.