

Guidelines for Session Chairs

1. Introduction

We would like to thank you for serving as a Session Chair. Please consider that much of the conference's success depends on the efficiency and consistency in the execution of sessions. Being a Session Chair means that the authors will contact you regarding the potential issues with their presentation or the audience.

Well-prepared Session Chair ensures that the presentation are running smoothly and on time thus facilitating the discussion of the papers' topics. The set forth contributes to the quality of the entire session perceived by the audience. It is therefore of a high importance that accepted papers are presented in accordance with the predefined schedule and within specified time slots.

2. Before the session begins

Meet with all the presenters during the break before the session you are chairing and ensure that all presentations are saved on the computer. Please check if the equipment for the presentation is working properly and make sure that the presenters are feeling comfortable with the arrangement of the session room as well as with other participants.

Discuss the presentation schedule with the authors and remind them of the time constraints. Make sure that all authors open and check their presentations. If necessary, provide them with required assistance.

Familiarize the presenters with the method you are going to employ to notify them when they will reach the time checkpoints and how you will interrupt them when the time that is allocated to them runs out. Each session room will be equipped with 5 minutes and 2 minutes notices written on A4 paper which you can use in order to let presenters know the amount of time they have left. If they run out of time, simply stand up and move to the front of the room in order to help the presenters to complete their presentations as quickly as possible.

Please bear in mind that as the Session Chair you have the responsibility to ensure that all authors present their papers within the allocated time thus giving the opportunity to the audience for asking questions and providing comments. In that respect, please do not forget the time slots that are allocated to each paper:

- 20 minutes for the presentation;
- 8 minutes for questions and discussion;
- 2 minutes for the switch between presenters.

3. When the session begins

Directly ask members of the audience if they can see and hear you clearly. The audience will appreciate that you are expressing concern for them and the quality of the session.

Formally announce the beginning of the session and introduce yourself as a Session Chair. If necessary, politely encourage the audience to settle into their seats and conclude their conversations.

Before the presentation of each paper, announce the name and affiliation of the presenter together with the title of the paper.

Consider to provide a brief introduction of the presenters - perhaps their background, or how their work fits into the topics of the session or conference. As a starting point of this introduction you can use the abstract of the paper.

4. During each presentation

The Session Chair should assist the presenter if and when issues occur. For instance, if the presentation is not displaying well, please help to adjust the equipment. If the lights need to be dimmed, either do it yourself or ask someone else to do it. If the presenter cannot be heard or cannot be seen, you should politely try to correct the situation. Please keep the track of the elapsed time during the presentation:

- 15 minutes after the beginning of the presentation, notify presenter with the 5 minutes card
- 18 minutes after the beginning of the presentation, notify presenter with the 2 minutes card
- When the allocated time for presenting the paper runs out, you should interrupt the author and politely ask him/her to conclude his/hers presentation.

If the presenter does not invite the audience to raise questions, the Session Chair initiates a discussion. An example of good practice is that Session Chair prepares at least one question for each presenter. When the allocated time for the discussion expires, the Session Chair initiates the applause for the presenter.

5. At the end of the session

When the last author has finished his/hers presentation, express your gratitude to the audience for the attendance and conclude the session.

Remind the audience on activities scheduled in program that are taking place after the session.

Thank you once more for all your effort and time!