

CHAIR PERSONS' GUIDELINES

1. Show up at the session 10 minutes before the session begins and let the Room Attendant know you are there.
2. Identify the speakers and discussant(s) in advance, and introduce yourself.
3. Speaker Ready Room: Check on the screen whether all speakers have checked in their presentation at the Speaker Ready Room (or ask the Room Attendant for information). Should they not have done so, please send them there. Only exception: Sessions on Sunday.
4. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.
5. At the start of the session, introduce yourself to the audience, announce the session/title, and offer a very brief overview indicating how the talks are related.
6. Prior to each talk, introduce the speaker with very brief comments regarding the affiliation and/or background of each presenter.
7. Q&A: Speakers are asked to leave 2-3 minutes at the end of their dedicated talk time for questions & answers. If the speaker finishes early enough, please ask the audience for questions without forgetting to keep the time.

During the presentations enforce time limits strictly so that no author (or audience member) monopolises someone else's time.