



Chair guidelines for Single Paper Sessions

The main task is to moderate a session in such a way that presenters and audience can benefit from each other in an optimal way. In general, the chair opens and closes a session and gives the floor to the presenters according to the planned program. The following steps can help you fulfil this task:

1. Before you go to the session meeting room, check the conference program to determine if there are any changes to the scheduling of the session that you are chairing.
2. If possible, arrive at the meeting room about 10 minutes prior to the start of the session. If you encounter problems, you should immediately alert the conference organizers (volunteers in the room or at the registration desk).
3. Make sure that at the start of the session all presentations are saved on the computer and are ready to use.
4. Monitor the time in order to give each presenter a fair opportunity for discussion. Allow maximum of 20 minutes for the presentation. Alert the speaker before allotted presentation time is up. Communicate your time signals to the presenter before the session starts.
5. **If possible, we ask the chairs to bring their own laptop to the session in case none of the presenters can use their laptops for their presentations.**

Chair guidelines for Poster Sessions

The chair opens and closes a session and gives the floor to the presenters according to the planned program. The following steps can help you to fulfil this task:

1. Before you go to the session meeting room, check the program to determine if there are any changes to the scheduling of the session you are chairing.
2. If possible, arrive at the meeting room about 10 minutes prior to the start of the session and familiarize yourself with the room. If you encounter problems, you should immediately alert the conference organizers (volunteers in the room or at the registration desk).
3. Monitor the time. Allow maximum of 3 minutes for the introductory presentation of each poster. Alert the speaker 1 minute before the allotted time for presenting is up. Communicate your time signals to the presenter before the session starts.