

## **Instructions for Session Chairs and Speakers**

### **For session chairs:**

- Arrive at the room for the session 10 minutes before the session begins and coordinate with the session volunteer to prepare the session.
- Ensure all speakers appear in the session. Participants with multiple presentations have been invited to inform the Session Chair in advance.
- A laptop with Windows operating system and a projector will be provided by the organizers in each session room. All presentations should be copied to the laptop before the session starts.
- Introduce each speaker during the session.
- Keep the presentations on the posted time-schedule. It is important that each paper is presented during its allocated time slot (20 minutes total, including questions and answers). Do not change the sequence of the presentations within the session unless it is absolutely necessary.
- Coordinate questions and answers after each presentation and ensure smooth transitions between presentations.

### **For speakers:**

- Arrive at the room for the session 10 minutes before the session begins and report to the Session Chair. If you have multiple presentations during the same session, please inform the Chair in advance.
- A laptop will be available in each meeting room. Copy your presentation (as PowerPoint or PDF) on a USB memory stick and upload your presentation to the room laptop.
- Each presentation is allocated for 20 minutes, including questions and answers. Thus, it is expected that each presentation itself is finished within about 15 minutes, thus reserving time for discussion. The Session Chairs will keep track of the time.