Instructions for Session Chairs

Before the conference

- Make sure you know which session you are to chair; check for any scheduling clashes with any other commitments and notify the Program Committee if you cannot serve as session chair

Before the session

- At the conference, arrive at the room of the session at least **10 minutes** prior to the start of the session.
- Confirm the attendance of each presenter and familiarise yourself with the venue and equipment.
- Each session has 1.5 hours and has 3 to 5 presentations. Depending on the number of presentations, you may discuss with the presenters on the time allocated to each presentation and Q&A.
- Check the technology and alert any of the technicians or student volunteers of any problems.
- Bring your laptop for the presentations in your session. If you don't have laptop or you encounter any technical problem with your laptop, please approach the registration desk for spare laptop.
- Ensure that each presenter has copied their presentation to the presentation computer or if they are using their own equipment that it has been tested and can be set up for use as quickly as possible in the short break between presentations.

During the session

- Introduce yourself to the audience.
- Explain the time allocation.
- At the beginning of each presentation, introduce the presenter and the title. You should ensure that you know how to pronounce each presenter's name.
- Make sure the presenter adheres to the time limit. You should arrange an appropriate warning system with your presenters, e.g. a two minute warning.
- Keep strictly to the time guidelines to allow for audience participation and to allow audience members to move between sessions..

- If you are a presenter in your session, ask someone else to give you the appropriate time warnings.

After the session:

- If there is time left, suggest a discussion of topics relevant to the presentations.
- Thank the presenters and the audience for their attention and conclude the session.