

Session Chair Instructions

Session Chairs are responsible for:

- introducing each presentation
- moderating the question period (including eliciting questions)
- enforcing time limitations

1. Before the Session starts

a) please be present in the meeting room at least 10-15 minutes before the start of the session.

b) verify that your presenters are present; if necessary, determine which one of a multi-authored paper will be presenting, and ensure that you can pronounce the name.

c) verify that the equipment to be used for the presentation is operational; each room will have a data projector, one screen (two in larger rooms), a podium mike, a wireless mic, and a wireless hand mic for Q&A. Panels will have a table with several mics. Authors are responsible for providing their own laptop.

If at all possible, check to see whether the presenters can share one laptop. Presenters have been advised of this.

d) a volunteer has been assigned to each session, and will introduce him-or her-self to you 10-15 minutes before the session begins. This person can be helpful for tracking down AV assistance, the program/conference chairs, etc. if necessary. Also the volunteer will handle the wireless mic for Q&A.

2. During the Session

a) presenters have been assigned a maximum of 30 minutes for full papers and 15 minutes for short papers; they have been encouraged to present for 20-25 minutes and 10-12 minutes respectively, allowing the remaining for a Q&A session.

b) the Q&A session should be held at the end of each talk and not at the end of the session as a larger Q&A for all papers. This will enable questions to be asked in context.

c) presenters must not go over the maximum time limit. They should be warned at the 20 and 10 minute duration respectively. They may continue to speak for the entire allotted time, but this practice unfortunately defeats the purpose of presenting at a conference. If necessary, at the maximum time duration, a session chair should go to the mic and thank the presenter, or stand and

clap in appreciation for the work (which should politely conclude that presentation).

d) please bring the session to order on time; even if the room is partially filled, it is unfair to the first author to wait for a larger audience, and cut into that presentation's time allotment.

e) at the beginning, introduce yourself, and your affiliation, and explain the time duration rules; for each paper, introduce the paper by providing the names of the authors and their affiliations and the title. If the presenter differs from the first named author, then identify which of the authors will be doing the presentation. Parsimonious introductions are preferred, as the introductions also cut into the paper's presentation time and the Q&A.

f) do not change the order of the presentations, as the audience may shift around the parallel sessions.

g) if the room fills up such that people stand around the periphery, but there are still seats in the audience, please encourage people to move to the front, pointing out where the vacant seats are located.

h) session chairs are responsible for moderating the question period, and should have a question or two to ask each presenter in the event that questions are slow to emerge from the audience. Having an interested colleague as a plant in the audience may also aid this process.