



GUIDELINES FOR SESSION CHAIRS

Approx. two minutes before the start of each session, please ask people to take their seats, encouraging them to sit towards the front and centre rows. You should announce each speaker and supervise discussion from the head table using the microphone provided.

One minute before the first scheduled talk:

- You and your co-chair (if there are two chairs) should introduce yourselves by name and affiliation.
- Announce the title of the session.
- Ask people to make their mobile devices silent and ask them not to take photos during the session.

As session chair, you are responsible for the time management of the presentations within your session hall:

- You will be required to introduce the speaker and presentation title as indicated in the programme book timetable or the Mobile App. Please follow the schedule closely.
- It is essential to adhere to the scheduled start and end times of each talk. This is so that people can move from one room to another and find the talks as announced in the program.
- Notify the in-hall AV Technician immediately of AV equipment problems.
- Be prepared for the unexpected!
- If a speaker fails to attend the session, move to the next speaker. However, this will disrupt the timings – accordingly let things go slowly and try to get back towards scheduled times if possible.
- If the session gets ahead of schedule, do one or more of the following:
 - o Have questions prepared for the speaker – 2 per presentation.
 - o Solicit questions from the audience.
 - o If you finish much before the allotted time, you may let the session out early.

Please note: Please check the programme book or the online Interactive Program for the exact amount of time allotted to each presentation in your session.

Thank you for your participation

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