

Role of Session Chairs

- Make sure presentations of your session are uploaded in time before the session start.
- Show up to the session 5-10 minutes before the session begins. Identify the paper presenters in advance, and introduce yourself. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.
- Time limits for oral presentations (except keynotes): 12 minutes presentation + 3 minutes discussion and changeover to next speaker.
- At the start of the session, introduce yourself to the audience and announce the session.
- Before a presentation, introduce the speakers with brief comments regarding the affiliation and/or background of each presenter.
- During the presentations enforce time limits strictly. 2 minutes before the end: show card "2 mins". When time is up and the speaker has not yet finished, show card "time is up".
- After a presentation, time should be used for discussion. If there are no questions from the audience, you should come up with questions.