Guidelines for Contributed Sessions Chairs

Contributed sessions of 90 minutes have 4 speakers; contributed sessions of 60 minutes are intended to have 3 speakers. Contributed speakers have been asked to prepare 15 minute presentations, so the plan is 15 minutes plus 5 minutes of questions for each speaker. For 90 minute sessions, the extra 10 minutes allows for (brief) introductions and changeovers and general discussion at the end if there's time.

Please be aware that changes may occur at the last minute. We'll do our best to keep you informed of any changes.

The responsibilities for chairs are:
Before the session
Please be in the room 10 minutes before the start of the session to greet the speakers. Please remind speakers to speak slowly and clearly for the benefit of those whose first language is not English.

At the start of the session

Make sure speakers are present, that presentations are uploaded onto the presentation computer and that the computer works; check audio and visual.

During the Session
• introduce the session and the speakers
• remind speaker when 5 minutes remain and when 1 minute remains. We recommend "flash cards" with the remaining time printed on them.
• assist in fielding questions from the audience and end questioning when it is time for the next speaker.
• Thank the speakers at the conclusion

If speakers go over time, please adjust the time allowed for questions after their paper so that the next speaker can start on time. If there is extra time after all speakers, please encourage questions and discussion about any of the papers.