

Guidelines for Chairs of Invited Sessions

All invited sessions at ICOTS are 90 minutes long. Most sessions are either "regular" sessions with three speakers, or panel discussions with four plus a moderator. This year ICOTS will also have several "special" sessions that are meant to provide attendees with a variety of different means for engaging. If you are chairing one of these sessions, these guidelines do not apply to you. Guidelines for Contributed Sessions are below.

Guidelines for Invited Regular Sessions

Each speaker is allotted 30 minutes. Many conference attendees plan their schedules to hear particular speakers, and so it is important that talks begin and end on time.

In general, each talk should be 20 minutes with 10 minutes of questions and introductions, and so a new speaker should begin every 30 minutes.

Before the session

Please be in the room 10 minutes before the start of the session to greet the speakers.

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. Please remind speakers to speak slowly and clearly for the benefit of those whose first language is not English.

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.

Guidelines for Invited Panel Sessions

Before the Session

Check with the moderator (if one is identified) to understand the format of the panel. Often, the moderator will steer the discussion by asking questions of the panelists. However, some panels might have agreed to a different structure and might be relying on the session chair to help.

At the start of the session

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

During the Session

Depending on the structure of the panel, your only role may be to field questions and to make sure the panel is warned 5 minutes and 1 minute before the 90 minute session ends. But please make sure that someone (either you or the moderator) takes responsibility for:

- introducing the session and the speakers
- reminding the panel when the 90 minutes is almost over
- assisting in fielding questions from the audience
- Thanking the panelists and the moderator at the conclusion