

## GUIDELINES FOR SESSION CHAIRS

### Before the conference

- Each oral presentation is allocated 20 minutes. This includes the session chair's introduction of the speaker, the presentation itself, and the possible questions and answers. You, as a session chair, should strictly limit each presenter's time to a total of 20 minutes.
- Oral presentations will take place in auditoriums which are equipped with a computer (operating with Microsoft Windows 7 operating system, Microsoft Office 2010, Adobe Acrobat Reader, and VLC multimedia player) connected to a digital projector. A technician will be available to assist the presenters.
- It is very much recommended that you get familiar also with the guidelines for presenters, too.
- Please, find the program on the website <http://www.icee2012.fi/index.php/program> and be prepared to be ready for your session at the allocated time.
- Please, inform us as early as possible, if you know that your schedule is impossible for chairing the allocated session. ☺

### During the conference

- Please, find the auditorium where your session is allocated in advance so that you can easily reach it during the break.
- Be present at least five minutes before your session begins.
- The presenters will introduce themselves to you before the session begins.
- In the beginning of your session, please, introduce yourself and the session. Then you should introduce every presenter before his/her presentation.
- The chair has the responsibility for ensuring sessions run strictly to time. You should inform the presenter when he/she has only 2 minutes left and when he/she has to stop the presentation.
- After each oral presentation, be prepared to lead the question and discussion session about 5 minutes but no more than 20 minutes in total including the introduction of the speaker, the presentation itself, and the possible questions and answers.
- If a presenter is missing he/she is not waited for. Introduce the next presenter and allow him/her to take the place of the missing presenter. In this case, the session can end before the allocated time.