Guidelines for Session Chairs

Please check the Conference Program Schedule to see which sessions have been assigned to you

Before the conference:

✔ Please read the papers/abstracts in your session well in advance.

✔ Please arrive/online at your session 10 minutes before the start time.

During the session:

✔ Introduce yourself (and your co-chair) and identify the name of the session.

✔ Introduce each presentation by presenter name, primary institution and title of the talk.

✔ Each presenter scheduled for the **morning of December 1st** will be allocated **30 minutes** for their presentation, which includes time for discussion and feedback. Presenters on the **afternoon of December 1st** or the **morning of December 2nd** will have up to **20 minutes** for their presentation depending on their session number. Please ensure that speakers adhere to their allotted time, and do not hesitate to cut them off if they exceed it.

✔ After the presentation is completed, ask the audience/discussant for questions. If they do not have any questions immediately, get things started by asking the presenter a question of your own.

✔ Thank the presenter and invite the next presenter.