



Rules of play for chairs of sessions

EPC 2016

The chair of a session is in charge of the good conduct of the particular session during the conference. The following rules of play are meant to help the chair in carrying out this responsibility, and to ensure that all sessions are run in a comparable manner.

- 1.** It is advisable to inform authors of the session about its conduct (e.g. regarding the time available for presentations, the order of presentations, discussion etc.) well in advance. Please check the conference website for the latest schedule. Chairs are invited to contact the authors/presenters of contributions to the session at their earliest convenience, e.g. during registration, around the Opening Ceremony or the like to know all presenters and to verify that the presenters are indeed present at the conference. We recommend keeping to the order of presentations as announced on the conference website/book of abstracts.
- 2.** Chairs best invite all presenters to come to the session room 10 minutes before the start of the program for last minute exchanges of information, and to get acquainted with the specific conference facilities in the room. Each session room is equipped with:
 - video beamer rooms P2-P5 full HD, rooms P1, P7-101 1024x768 pixel
 - lectern with microphone
 - laptop with operating system Windows 7 (English)
 - remote control with laserpointer.
- 3.** Sessions should start and finish at the time indicated in the program. Note that waiting for a late presenter (or for more audience) is a waste of time! Also note that sessions which run late, create problems elsewhere in the program (also for the technical support staff).
- 4.** Chairs may briefly (3 minutes maximum) introduce the topic of the session, but should refrain from extensive presentations. Practical information should be provided on:
 - the time available for the presentations
 - the procedure for discussion
 - the availability of hand-outs or other materials etc.
- 5.** The times allowed for presentations are:
 - for sessions with 4 papers, 15 minutes per presentation
 - for sessions with 5 papers, 12 minutes per presentationA timer will be included in the presentation system that shows how much time the speaker has left. Chairs should make sure that presenters keep to their allotted times.
- 6.** Chairs must ensure that sufficient time for discussion from the floor is available. Note that sessions are not only for presenters, but also for the audience. A lack of time for discussion from the floor is impolite to the audience.
- 7.** At the end of the session, the chair thanks all participants as well as the supporting technical staff.
- 8.** Chairs may be asked by the Organizing Committee to give their evaluation on the session.