

SESSION CHAIRING

You are responsible for keeping all presentations in the session strictly to scheduled times.

1. Please be in the room 5-10 minutes before the session starts.
 - Identify speakers of the session and let them know you are chairing their talk.
 - Check their names, spelling and pronunciation, with them in advance.
 - Make sure all session presenters have saved their power point presentation on the laptop desktop well before the beginning of the session. Please, **do not allow** them to do this just before their presentation in the middle of the session.
 - We do **not** encourage use of their own laptop.
 - Should any presenter wish to use their own laptop/or a Mackintosh make sure they have arranged this well ahead of time, and ask our computer assistant, Tasos Pasxalis, to assist if there are problems.
 - If using their own laptop/ Mackintosh is a must, speakers must silently and quietly arrange set-up during previous speaker's question time. In any case, they should **not** take time off their presentation, as they will not be allowed extra time.
 - Make sure there is fresh water for each speaker.
 - Keep time of start of each presentation.
2. At the start of each talk, please introduce speakers to audience, mention name, affiliation (ask them in advance) and any other information that the speaker may have given you in advance (be brief). Also, announce the title of their talk.
3. Be seated so that you are in full view of the speaker. There will be 4 chairing cards on desk and you need to flash them in full view of the speaker at appropriate times.
(10 minutes left, 5 minutes left, 1 minute left, Time is Up)
4. At the end of the presentation, thank the speaker and initiate applause, then invite questions from the floor spelling out the time allowed for this, and don't let any speaker monopolize question time, unless there are no other questions. Initiate applause at the end of question session.
5. In the undesirable event of no time allowed for questions, invite audience to ask their questions during the coffee break. **It is important to keep to schedule.**
6. If there is a gap, or if a talk is over before the scheduled time, do not start the next talk before its scheduled time. Do not decide on your own (or with the help of the audience) to move up or change times of talks. Apply to organizers (help desk).
7. **MOST IMPORTANT:** In the extreme case that a speaker exceeds the limit of 30 minutes (their question time, too), please **stand up** and advise the speaker politely but **firmly** that they must give up the floor to the next speaker and also invite audience to catch up with that speaker during the break or at a later time.