

Oral Session Chair Guidelines

Assigned co-chairs are asked to decide amongst themselves how to divide the distribution of time spent chairing your designated session. One co-chair needs to be present at all times to oversee the smooth running of the session, but you both do not need to sit through the entire session together, if there are other talks you wish to listen to.

The most important thing is to keep the session running smoothly and on-time. Your main duties are as follows.

1. Come a few minutes early, familiarize yourself with the room, and introduce yourself to the room-staff, they will be helping you with the audio-visual equipment. (Room assignments are given on-line and in the Program Book)
2. Open the session, giving the session title and your name(s).
3. Inform the audience and the speakers that each speaker will be kept to their allocated time slot, in order to allow for the smooth running of the session. Each presentation is 20 minutes, including 15 minutes presentation time and 5 minutes for discussion. At the end of 15 minutes the bell will ring once. After 20 minutes the end of the speaker's allotted time will be signaled by multiple rings of the bell.
4. If one of the speakers does not show up for his/her talk, that time slot will be left open and the next talk started at its designated time. You can use that vacant time for follow-up questions of previous speakers or simply wait.
5. Close the session after the end of the last talk.

Please check the IPS website for the latest information on the cancellation of presentation, as inevitably some speakers are unable to attend at the last minute. If the originally designated speaker is unable to present their paper, an alternate assigned by that speaker can present the paper in his/her place.