

# ICDATA Guidelines for Session Chairs

---

## General Information

- Standard equipment will be placed in each room (one overhead projector, one screen, one LCD/data projector with cables, one laptop, one microphone). An LCD/data projector is the machine that projects PowerPoint or other computer generated programs from a laptop to the screen.
  - Allow 20 minutes for normal presentations or adhere to the time allotted by the schedule. Ideally aim for 15 minutes for presentation and 5 minutes for discussion at the end of the session. Please point this out to the speakers beforehand.
  - Do NOT move presentations forward should a speaker not show up. This will prohibit others joining sessions for particular talks as it would shift the entire conference schedule.
- 

## At ICDATA

### Before the session begins:

- Be in the room 15 minutes before your session begins.
- Check the condition of your meeting room, especially equipment and how/if the microphone(s) work. If assistance is needed, alert the Meeting Registration Desk. Check speakers' names (pronunciation), titles, and affiliations.
- Check the Errata Sheet for any last minute changes.
- Check if all presenters are in the room 10 minutes prior to the session. Record who is not present (name, title of talk) and pass the information back to the conference organisers. Announce who is missing at the beginning of each session.
- Advise presenters and discussants to follow the presentation guidelines.
- Obtain some brief biographical information of all participants to use in your introduction.
- Prepare a brief introduction for each. If the presenters have handouts, arrange for someone at the session to help distribute them at the appropriate time.
- Have the speakers upload their presentations on the central laptop before the session begins, in order to ease transmission between presentations. Test the presentation & fonts. If not working as desired, or if the speaker wishes to use his own equipment and laptop, have him test the connection before the session starts.

### During the session:

- Start the session on time. Timing and floor discussion are your responsibilities and guarantee an effective and efficient organisation to switch back and for the between sessions.
- Announce any changes to the program (from the published errata sheet) at the beginning of the session.
- Announce speakers that are not present and do NOT move other talks forward!
- Announce speakers and their biographies. Keep the introductions very brief when changing speakers (one or two sentences)
- Insist that all speakers use the microphone if one is provided.
- Make sure that the presenters do not block the view of the screen.
- Hold each speaker to the allotted time.

- Remind speakers about their remaining time. For example, use the provided flash cards for five (5) minutes and one (1) minute remaining. You must have a working watch. Tell each presenter the procedure you will use beforehand. After the allotted time cut off the speaker politely.
- You are authorized and instructed to stop the presentation of any speakers who do not adhere to the subject of their paper. Irrelevant or extraneous comments or handouts having nothing to do with the subject being presented are not permitted.
- If a presenter ends early or does not attend, use that extra time for questions and comments from the audience, the panel, or yourself. **DO NOT START** the next paper early. If you can bring a backup presentation yourself, use the opportunity to present some of your related work instead (but keep to the time limit yourself!!!)
- Keep the questions brief and relevant for floor discussions. Be assertive in enforcing this. Restate the question to be sure that they are heard by all of the audience.
- End on time. Another session may be using your meeting room. Urge the audience to continue discussion elsewhere.