

Guidelines for Speakers/Session Chairs

A session Chair will preside over each session. The session Chair introduces speakers, monitors timing, controls discussion periods and acts as your liaison with the Technical Committee. If you have any problems or special requirements either before or during the Conference, contact your session Chair or somebody from the organizing committee.

When it is your turn to speak, the Chair will introduce you, based on the bionote you have provided. You will speak from your table or standing behind the lectern. The Chair will time your talk and warn you if you are in danger of running over your time limit.

Papers should be prepared for 20 minute presentations. Session Chairs are asked to be very rigorous about keeping time.

After your talk, the Chair will open the floor for questions. When the discussion period is over (five minutes), the Chair will close the floor and introduce the next speaker.

When all speakers have finished, the Chair may convene a general discussion on the subject of your session. S/He will field questions from the audience and redirect them to a speaker. The audience may direct their question to any speaker through the Chair.

At the end of the session, the Chair will summarise the main points covered during the session.

Hints for Newcomers

1. Assume that a page of double-spaced, typed material, in a standard elite-sized font, takes about two minutes to read, without any extemporaneous comments added during the reading. This means that it takes fifteen minutes to read seven and one-half pages and twenty minutes to read ten pages.
2. A presenter who is likely to add extemporaneous comments during the reading should start with a paper that is shorter than the lengths noted above.
3. A presenter who speaks extemporaneously (with or without notes) should rehearse the presentation to ensure that it will fit in the allotted time.

Technical Issues

Speaker, please bring your presentation on disc/CD/DVD/flashdisk and **copy it into the Conference computer before the beginning of your session**. (There will be no time for changing computers once the session is going).

Session Chair, please make sure everything is working before the session. Should you need help please ask for technical assistance.