

## SESSION CHAIR RESPONSIBILITIES

Your involvement will play a valuable role in ensuring productive and engaging technical sessions. Please follow the guidelines below:

1. **Arrive Early:** Be in the session room at least **5-10 minutes before** the scheduled starting time.
2. **Support from the Organizing Committee:** A member of the Organizing Committee will be present to assist you during the session. They will provide a **printed copy of the session program**, including details about scheduled speakers and any known absences.
3. **Coordinate with Co-Chairs:** Each session will have **two chairs**. In many cases, one or both chairs may also be presenting. Please coordinate in advance to **avoid self-introductions** by agreeing on who introduces which speaker.
4. **Familiarize Yourself with the Speakers:** Try to identify the speakers beforehand. If needed, offer brief **pre-session instructions** or reminders.
5. **Start on Time:** Begin the session **sharply** at the scheduled time.
6. **Introduce each Presentation:** Introduce speakers with **only the title of the work, author(s), and the presenter** - keep it concise.
7. **Keep the Session on Schedule:** Each presentation is allocated **15 minutes total: 10 minutes** for the talk; **4 minutes** for discussion; **~1 minute** for transitions between speakers.
8. **Time Management:** Use your own **watch or mobile device** to keep track of time. Politely signal the speaker to conclude if they exceed the allotted 10 minutes. You may use a **mobile countdown timer** with a subtle sound alert.
9. If a presenting **author is missing, do not move to the next presentation**. Instead, use the 15 minutes to extend/deepen the discussion about previous presentations.
10. **Moderate the Q&A:** Facilitate the question-and-answer segment. Always **prioritize questions from the audience**; however, prepare one or two questions yourself in case the audience participation is limited.
11. **Closing Remarks:** Provide **brief closing comments** at the end of the session, thanking the speakers and audience.