

Hosted by

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## 8<sup>th</sup> International Conference on Asian & Pacific Coasts (APAC 2015) 7<sup>th</sup> – 10<sup>th</sup> Sep 2015, IIT Madras, INDIA

### GUIDELINES FOR TECHNICAL SESSION CHAIRMAN

At the outset, the organizing committee thanks you for accepting the important responsibility of chairing a technical session. The guidelines and information shown below help you to conduct the session in an efficient and consistent manner.

#### GENERAL

1. At the beginning of the session, the Session Chairman may **call the session to order**, welcome all to the Session, announce the time allotted for each speaker and also whether the questions will be taken at the end of each presentation or at the end of session.
2. Request the audience to turn their **cell phones to off or silent mode**.
3. There will be a **volunteer to assist** you in the hall to operate the lights and projectors.

#### SESSION AND PRESENTATION TIMINGS

1. Each technical session is **90 minutes** in length. Generally there are five presentations scheduled per technical session.
2. Each presenter is allotted **18 minutes**- 15 minutes for presentation and 3 minutes for Q&A.
3. The Chair may manage the time depending on the numbers of presentations in the session.

#### PRIOR TO THE SESSION

1. Please be available in the hall at least **10 minutes before** the session to get acquainted with volunteer and hall facilities.
2. Please try to **meet with the speakers** of the technical session..
3. Request all **speakers to sit in the front row** to lessen the time it takes to reach the stage.
4. Describe to your speakers the **method you will use** to notify them about the time limits.

#### DURING THE SESSION

1. **Introduce yourself** as Session Chair and give your affiliation.
2. **Introduce the Speaker** – biography is provided. At the end of the presentation, thank the speaker.
3. Give a **“two minutes” warning** before end of the allotted time.

#### IMMEDIATELY AFTER THE SESSION

It is requested that chairman prepares a brief **summary of his session** and hand it over to the volunteer in the hall, which would be required to summarize the Conference during the valedictory function.