

Chair Guidelines

The primary tasks for the chair are:

- Present the speakers
- Moderate questions
- Maintain the time-schedule

Before the session:

- Read the abstracts (papers) in order to be able to ask questions
- Arrive in good time before the session
- Familiarise with the speakers, i.e. pronunciation of name, occupation, experience etc.
- Give instructions (together with technicians) regarding the presentation techniques

During the session:

- Present the session
- Present the speakers
- If necessary, interrupt the speaker to speak more audibly etc
- Make sure the speaker keeps the time (make a sign when 5 min left)
- After the presentation, encourage the audience to ask questions
- Moderate the questions by giving the talk to a selected person
- If questions give rise to long discussions, encourage to continue after the session
- If no questions are asked, the chair is recommended to ask questions
- Make sure the discussions not affect the time-schedule
- If a paper is withdrawn or a speaker not appears, call for a recess or if possible extend the discussion of the previous paper.
- At the end of the session, thank the speakers and the audience