

# Information for Chairman

## Before the session

Prior to the start of the session the corresponding session chairs (if there are two) shall please agree how they want to chair the session (together, changing after first two presentations, etc.). Session chairs should verify prior to the start of their sessions that all their speakers or presenters are indeed present, and the chairs should obtain information for giving a very brief introduction of each speaker. If a speaker is not present follow the “no-show” rule (see at the bottom).

## At the start of the session

Please introduce the speaker. A minimal introduction of a presenter by a chair would include the name and affiliation of the presenting author and the title of the presentation. Chairs may add additional introductory information at their own discretion.

## After each presentation

Once the oral presentation has finished, the session chair should ask the audience for questions or comments on the presentation. Only one person should speak at a time and should start with stating her or his name and affiliation. In larger rooms (e.g. *Munich*) a room assistant with a microphone will be present.

Please be aware that the session chair will have to be very strict in administering time, to enable strict adherence to the global conference time schedule. The room assistance will give a warning to the presenting author when there is 5 minutes left, and again when there is 3 and 1 minutes left. When the presentation time has gone, the presentation should be terminated, and the presenting author should be politely asked by the chair to leave the podium.

## General information

The total time for normal oral presentations is 20 minutes – 15 minutes for the presentation and 5 minutes for questions and change-over to the next presenter. Keynotes are given 40 minutes in total – 30-35 minutes for the presentation and 5-10 minutes for questions. Plenaries are given 50 minutes in total – 40-45 minutes for the presentation and 5-10 minutes for questions.

Speakers will not be allowed to use their own devices to give their presentations. All presenters are requested to upload their final presentation, with a USB pen drive or a CD, in the Presentation Upload Room immediately after finishing the registration

process. The upload of the presentation must be completed at least half a day before the beginning of the corresponding session.

### **“No show”-Rule**

To assure a flexible switch in-between sessions, the session chairs must closely adhere to the schedule. Thus, if a speaker is not present at the required time, the chair must call a session break until the next regularly scheduled presentation. Due to this regulation every attendee can be certain when the presentations of interest are occurring.