

# GUIDELINES FOR PODIUM SESSION CHAIRS

Update: 2016-05-31

Each parallel session has a session chair. The main task of the chair is to control the timing of the session so that all the presenters have the possibility to use the slot allocated to them. It is very important that the session is started and concluded on schedule.

During CDIO 2016, the chair of each Podium session is, in most cases, one of the presenting authors of the session. The chair's own talk is allocated as the last presentation of the session.

## Before the conference

- Each presentation has a limited time depending on the track. This slot includes the session chair's introduction of the speaker, the presentation itself, and the questions and answers session. Please study the guidelines for Podium presentations available on the conference website ([www.cdio.fi](http://www.cdio.fi) > Authors) so that you can advise others if needed.
- Podium presentations will take place in auditoriums or class rooms which are equipped with a computer connected to a digital projector. A technician will be available to assist you and the presenters.
- Please study the latest version of the session schedule on the website ([www.cdio.fi](http://www.cdio.fi) > Program), and be prepared to be ready for your session at the allocated time.
- If you have any questions, please do not hesitate to contact the Program Committee via [info@icee.fi](mailto:info@icee.fi).

## During the conference

- Please check the schedule once more in the morning of the respective conference day. The latest version will be always available on the Front Desk notice board. Also the program available on the conference website will be updated regularly.
- Find the room where your session is allocated in advance so that you can easily reach it during the short break.
- Be present at least five minutes before your session begins.
- The presenters will introduce themselves to you before the session begins.

- In the beginning of your session, please, introduce yourself and the session. Then you should introduce every presenter before his/her presentation.
- You have the responsibility for ensuring that the session runs strictly to time. You should inform the presenter when s/he has only 1 minute left and when s/he has to conclude the presentation.
- After each presentation, be prepared to lead the question and discussion session. However, take care that the total time of the session will not be exceeded.
- If a presenter is missing s/he is not waited for. Introduce the next presenter and allow him/her to take the place of the missing presenter. In this case, the session can end before the allocated time. It is also possible to allow the presenters to use more time assuming that the total time of the session will not be exceeded.