

INSTRUCTIONS FOR SESSION CHAIRS

For your convenience, we have summarised the most important information for your tasks as a session chair at the IMSC 2022 conference below. **Please pay close attention** to the information that still needs to be provided and the corresponding deadlines.

1. BEFORE THE CONFERENCE

Session programme

All parallel sessions will last 120 minutes on several days and times can be found in the programme. The final programme is published on the website and can be found [here](#).

The times of your chairing session can also be found in the conference programme. Unfortunately, there is no possibility to change the date and time.

2. PREPARING YOUR SESSION

Content and language

Speakers are fully responsible for the content of the presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the conference.

Presentation formats and duration

The keynote speakers are given a time slot of 20 minutes (including ca. 2 min. for short questions) and the oral presentations in your session last 16 minutes (including ca. 1 min. for a short question) each. Keynote speakers are requested to not exceed their allocated time. At the end of each session there is a panel discussion of 20 minutes. The time schedule will be strictly followed due to the nature of the program.

Programme and abstract book

Your presentation title will be stated in the conference app and the abstract will be published in the digital abstract book.

3. DURING THE CONFERENCE

Arrival at the conference

As soon as you arrive at the conference, you can pick up your badge at the registration desk. We would appreciate it if you could inform the registration desk staff that you are a session chair.

Main tasks as a session chair:

- Be available in the lecture room about 10 minutes before the beginning of the session to check if speakers are present and to give instructions and explanation of procedure to speakers;
- Check if their presentations are on USB and work on the computer;
- Help the speaker to put the head microphone or lapel microphone in place (only in plenary room);
- Introduce the speaker shortly (e.g. name, country, institute, short title);

- Keep track of time. Please make sure, be strict if needed, that speakers stay within their maximum allocated time;
- After completion of the presentation, call up for questions from the audience;
- Make sure that the question has been posed loud en clear, audible to everyone in the lecture hall. If this is not the case, then either ask if the question can be repeated or repeat the question for the audience yourself. Do the same as regards the answer by the speaker;
- Prepare a question yourself, just in case there are no (or not enough) questions from the audience.

Timewise handling of presentations

In the Conference Programme you will find the time assigned for each presentation. Time for keynote speakers is 20 minutes. All other presentations are 16 minutes in total.

Please also keep in mind that some time is needed for discussion, questions and for the change between presentations. We want to run the programme as smooth as possible and want to avoid shortening breaks and lunches as much as possible.

Assistance during sessions

If any problem occurs, please contact the organiser or technical staff. They will let the organisers know and can be of immediate assistance. **Please do not try to fix (technical) errors or problems yourself as this may result in too much time loss.**

4. CONFERENCE APP

As already indicated, we will be making use of a conference app during the conference. In this conference app we will make use of the interactive feature to have chat possibilities.

In each session the speakers will have the possibility to mingle in a group chat about this session to discuss the topic and presentation. We would like to ask you to keep an eye on the session(s) you are chairing. We would appreciate it if you - as session chair – could remind the speakers to use this feature. It is possible to start a chat before, during and also after the conference.

5. QUESTIONS?

If, for any reason, you are unable to attend or if you have any questions, please contact the conference secretariat Klinkhamer Group | conferences & events via info@imsc2022.com.