ICOE 2018, 18-21 Feb 2018
IIT Madras, INDIA

GUIDELINES FOR TECHNICAL SESSION CHAIRMAN

At the outset, the organizing committee thank 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 the questions will be taken at the end of each presentation,
2. Request the audience to turn their **cell phones to off or silent mode**.
3. There will be a session aid/volunteer to assist you in the hall to operate the lights and projectors.

Session and Presentation Timings
1. Each technical session is 80 minutes in length. Generally there are four to five presentations scheduled per technical session.
2. Each presenter is allotted 20 minutes, the breakup of which is approximately - 15 minutes for presentation and 5 minutes for Q&A.
3. The session start time (as scheduled) and the 20 minutes slot per speaker may strictly be followed.

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. Details are given in the session chair's file, which would be handed over to you well before the start of the session. The speakers have also been instructed to meet the chairman of their respective sessions.
3. Request all speakers 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 when they are nearing their presentation time limit and how you will interrupt them if they have reached the end of their allotted time.

During the Session
1. Introduce yourself as Session Chair and give your affiliation
2. As the presentation of a speaker nears an end, the Session Chairman should alert the speaker as to time available for presentation (indicating a "two minutes" warning before end of the allotted time). Do not hesitate to tell the speaker that his/her time is up.
3. Try to leave time for pertinent questions and answers. If however, all time has expired for that speaker, it is acceptable to ask the audience to discuss issues with that speaker after the end of the session. *It is up to you as the Session Chair to ensure that ALL speakers receive their allotted time and that the audience has opportunity for their questions and comments.*

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.