



Rules of play for chairs of sessions

EPC 2014

The chair of a session is in charge of the good conduct of the particular session during the conference. The following rules of play are meant to help the chair in carrying out this responsibility, and to ensure that all sessions are run in a comparable manner.

- 1.** It is advisable to inform authors of the session about its conduct (e.g. regarding the time available for presentations, the order of presentations, discussion etc.) well in advance. Please check the conference website for the latest schedule. Chairs are invited to contact the authors/presenters of contributions to the session at their earliest convenience, e.g. during registration, around the Opening Ceremony or the like to know all presenters and to verify that the presenters are indeed present at the conference. We recommend to keep to the order of presentations as announced on the conference website/book of abstracts.
- 2.** Chairs best invite all presenters to come to the session room 10 minutes before the start of the program for last minute exchanges of information, and to get acquainted with the specific conference facilities in the room. At EPC 2014 all meeting rooms have overhead projectors and desktop computers for presentations available. Technicians will assist with practical/technical arrangements if needed. You can find them at a separate desk on floors 2 and 3, or in Lecture Room I on the ground floor.
- 3.** Sessions should start and finish at the time indicated in the program. Note that waiting for a late presenter (or for more audience) is a waste of time! Also note that sessions which run late, create problems elsewhere in the program (also for the technical support staff).
- 4.** Chairs may briefly (3 minutes maximum) introduce the topic of the session, but should refrain from extensive presentations. Practical information should be provided on:
 - the time available for the presentations
 - the procedure for discussion
 - the availability of hand-outs or other materials etc.
- 5.** Chairs should keep the time for all presentations. If 10 minutes are allowed for a presentation, this should indeed not be longer. It is good policy to give a 2-minute warning to a speaker to enable her/him to conclude the presentation. You may hold up the signs provided in each room to notify the presenter of how many minutes are left. If time is up, then the chair should be strict!
- 6.** Chairs must ensure that sufficient time for discussion from the floor is available. Note that sessions are not only for presenters, but also for the audience. A lack of time for discussion from the floor is impolite to the audience.
- 7.** At the end of the session, the chair thanks all participants as well as the supporting technical staff.
- 8.** Chairs may be asked by the Organizing Committee to give their evaluation on the session.