

## INSTRUCTIONS FOR CHAIRPERSONS

### BEFORE YOUR SESSION

Please make sure that you are present in the assigned presentation hall at least 10 minutes before the start of the session. When you arrive in the room please acquaint yourself with the technician (recognizable by a black shirt).

Please approach all speakers in your session and remind them to use the microphone fixed to the lectern (a tie-clip microphone is available as well, if requested by a speaker) and emphasize the importance to stick to the allowed presentation time including time for questions. It is advisable that speakers briefly check that their presentations are uploaded correctly before the session starts.

### DURING YOUR SESSION

#### Microphones

The microphone on the chairperson's table is switched on when the session begins and during Q&A discussions.

The discussion microphone(s) will be switched on by the technician as soon as you give the floor to a delegate who wishes to pose a question. Delegates wishing to ask a question must walk to the microphone standing in the aisle.

### LECTERN

The speaker controls his/her own presentation by using the keyboard of the laptop computer at the lectern.

### TIME CONTROL

Your main task as the chairperson of this session is to finish every lecture in your session within the scheduled time, as it is announced in the programme. If a speaker does not end his presentation in due time, please make use of clear signals. If the speaker does not react to signals, please interrupt him/her with your microphone and ask him/her to finish the presentation.

### IF A SPEAKER DOES NOT SHOW UP

In case a speaker does not show up, please inform the room assistant as soon as possible and if no alternative speaker is available, give opportunity for discussion (or if no alternative is possible announce a short break). Please do **NOT** let a speaker start his/her lecture at any time other than the time specified in the programme.

### SUMMARY OF TASKS FOR CHAIRPERSONS:

- Announce speakers
- Time control
- Guide and organize the discussion
- Conclude the session