



INSTRUCTIONS AND GUIDELINES FOR SESSION CHAIRS

The session Chair at ACMBS-VII is responsible for the introduction period of the Session, to introduce each speaker and to control the period of time of each presentation. Keep a 'keen eye' on the program's timing to keep the conference flowing and on schedule. Please note presentations are back-to-back; therefore your assistance in keeping time is VITAL. Here are some instructions and guidelines to ensure a smooth running of your session:

1. Please check the location of your room prior to the commencement of the session.
2. Please be in your assigned room 15 minutes before the session is scheduled to start to meet the speakers of your session and to ensure audio-visual equipment is operational. The presentations would have already been loaded onto the computer in your room. Speakers will not be allowed to use their own personal computers for the presentations.
3. Introduce yourself to each speaker before the session starts and make him or her feel at ease with their presentation.
4. Please reconfirm with the speakers the limitations on their presentation time. Each presentation is allocated a total of fifteen (15) minutes maximum (**remember 12 minutes are allocated for each presentation, immediately followed by 3 minutes for questions and answers**). It is imperative that all presentations start and end on time so please ensure that they do.
5. There will be a volunteering Student Assistant to help you ensure a smooth running of the session. S/he will report to you in the session. Any announcements/updates will be provided to you in your session room 15 minutes prior to the beginning of the session.
6. Upon beginning of the session, identify the session by title in case some of the delegates are in the wrong room and outline timing, opportunities for questions etc. At this point, you should also introduce yourself and the organization you represent.
7. The objective is to give speakers the maximum time possible for their presentations. Therefore, introductions by session chairs must be brief. Please introduce each speaker simply by providing name, affiliation and a welcome to the podium.
8. Guide the question period. At the end of each presentation, invite questions to the speaker, ONLY IF TIME PERMITS. Encourage discussion between audience and speaker. When necessary the Chair may exercise the Chair's prerogative to ask questions. During the 3 minutes period for questions and answers the speaker should remain in the presentation zone for an eventual necessity of using the PPT presentation to help in the answering process.
9. Thank the speaker.
10. Do not make any adjustment to the program or order of the presentations. If the presentation ends early, be prepared to extend question time to fill the scheduled duration.
11. In the event a presentation is cancelled, please do not change the timing of subsequent speakers and do not shift to the next presentation. Wait the corresponding period of time. This period could be filled with additional questions to the previous speakers. It is important to keep concurrent sessions running on time to enable delegates to move from one session to the next.
12. Please end the session on time to ensure the precise timing of the conference.

Many thanks for your kind assistance.

Sincerely yours,

Raafat El-Hacha, PhD, PEng, FIIFC
Conference Chairman, ACMBS-VII
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