

INSTRUCTIONS FOR THE CHAIRS (useful to presenters too)

The main tasks of a chair are

1. to keep up schedule so that the presentation or the discussion do not go overtime, and
2. to distribute comment talks according to the order they are asked for-

Please, be present at the lecture room at least 5 minutes before the session starts. Ask all the speakers to load their presentations on the room PC before the session begins. Before each presentation/session, make sure that both the speakers and the commentators are present. If the session start is delayed for some technical reasons (etc.), the session ending can be delayed accordingly (but preferably no more than 15 minutes). **Take care that each speaker is allocated 40 minutes total, 20 minutes for the talk and 20 for comments and questions.**

When a session starts, pay attention to the audience and open the session. Introduce the speaker by telling his/her name, affiliation (i.e. university), and the title of the talk. Keep your introduction in minimum in order not to steal speaking and discussion time from the presentation. When the allotted time for talk is close to ending, show the speaker how much time they still have by using your fingers (5 fingers up signifies 5 minutes remaining and 1 finger up 1 minute remaining), take care that the speaker recognizes your signs.

After the talk, give the floor to the invited commentator, by introducing him/her. When the commentator indicates so, instruct the audience to raise their hands if they wish to make questions or comments. **Pay attention to the audience during the discussion time.** Distribute the turns in the order they are asked for and cut off the discussion according to schedule. If needed, **moderate the conversation** during the question part. Be prepared to interrupt the questioner to press for a question, if they go on a long time. If speakers are going on at length and there is a long queue, suggest that the discussion is continued after the session during the breaks.