

Guidelines for Chairpersons

The Organizing Committee, ISAM 2019 thanks you for agreeing to chair the session(s) assigned to you. The following guidelines have been outlined to help you in your role as a chairperson to facilitate the session.

Technical assistance

Session rooms will be equipped with a computer, connected to the projector. Volunteers / assistants present in the room will help in setting up the laptop or loading the presentation files on the computer.

Conducting the session

A copy of the session will be displayed well before the start of the session. You as the chairperson will receive a copy during the session itself. Any last-minute modifications may be noted in these copies.

A. Prior to the Session

1. It would be helpful if you are available 10-15 minutes before the start of the session to meet the speakers.
2. Get to know the speakers for a brief introduction in the session.
3. If you find that the speakers have not reached the venue in which their presentation is scheduled 10 minutes prior to the session start time, please inform the Volunteers/ assistants present.
4. Though all the speakers are aware of the time available to them for their presentation/talk. Nevertheless, please reiterate that they must confine their presentation to the allotted time. The following are the timings that apply: Plenary and Invited Talks (each talk is 25 minutes presentation and 5 minutes discussion); Symposium (one and half hours (3-5 presentations and 10 minutes discussion); Oral papers (8 minutes presentation and 2 minutes of Q&A). Representatives of the organizing committee may inform you of any additional time limits based upon the exigencies.
5. If a presenter fails to show up, move forward in the programme.

B. During and close of Session

1. It is important that the session begins and ends on time. Even if the audience is small, please start the session on time.
2. At the beginning, introduce yourself and the session. You may decide whether to briefly introduce all the speakers at the outset or prior to each speaker's presentation.
3. You are responsible for moderating the Q&A and discussions after the presentations. Please maintain balance and control when handling questions such that it is not dominated by one individual. If there are no questions move to the next speaker.
4. At the end of the presentation, question time and session, please thank all the speakers.
5. While closing the session give a final thanks to all the speakers and the audience. At this time someone on behalf of the organizing committee may want to make announcement regarding the break (morning tea, afternoon tea or lunch) etc.

Poster sessions

If you are a chairperson of a poster session, you can guide the audience present at the time from poster to poster in the order of their position. You may invite the poster presenter to present their posters for few minutes and encourage a discussion.