Instructions for the Chairpersons

When you arrive at the conference site, please check the e-program (e-Program Booklet) to confirm the schedule of your session and the room assignment.

Chairpersons should be present in the conference room of their session at least 10 mn before the beginning of the session.

Each conference room is managed by a technical staff that helps to solve technical problems occurring during the session and hand out the microphones in the audience during the discussions.

Please check the presence of all the speakers scheduled for your session before the beginning of the session. You are in charge of keeping scrupulously the schedule so that participants can shift from one room to the other. You are also in charge of animating the discussion following each lecture. If necessary you can skip or shorten the discussion.

If a speaker is absent, please do not advance the following talk. You must make the audience wait until the next presentation, as defined in the initial program, by suggesting a discussion of earlier presentations.

Please note that presentation time is depending in the type of the oral presentation according to:

	Lecture time	Discussion time	Total time
Plenary lectures	35 mn	10 mn	45 mn
Keynote lectures	25 mn	5 mn	30 mn
Full papers presentation	15 mn	5 mn	20 mn

To leave the required time for discussion, please don't hesitate to interrupt the oral presentation of any speaker who exceeds his allowed time.

Please remind to each speaker the simple rule of 1 slide equals 1 minute (suggested in the Instruction for oral presentation section, in the next page).

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