



## ICOOPMA 2008 Guide for Session Chairs

All Session Chairs should be present in the session room at least 10-15 minutes before the start of the session to ensure speakers are present, as well as to assist in downloading any presentation files (if necessary) to the laptop computer provided in the session room in order to avoid lengthy download times during the course of the session. Speakers may use their own laptop computers if they wish.

At the start of the session, the Session Chair should (i) welcome the audience to the session, (ii) announce the name of the session, (iii) identify themselves to the audience as the Session Chair, and (iv) remind speakers of their allotted times and when they should expect time warnings.

At the start of each presentation, the Session Chair should introduce the name of the speaker and the title of the talk.

Plenary talks are scheduled in 60 minute time slots (50 minutes + 10 minutes for questions). The Session Chair should provide a 10-minute warning to the plenary speaker at the 40-minute mark in the presentation. It is important to keep within the allotted 50-minute presentation time so that there is sufficient time for questions and discussion at the end of the presentation.

Invited talks are scheduled in 30 minute time slots (25 minutes + 5 minutes for questions). The Session Chair should provide a 5-minute warning to the invited speaker at the 20-minute mark in the presentation. It is important to keep within the allotted 25-minute presentation time so that there is sufficient time for questions, comments and discussion at the end of the presentation.

Contributed talks are scheduled in 15 minute time slots (12 minutes + 3 minutes for questions). The Session Chair should provide a 2-minute warning to the speaker at the 10-minute mark in the presentation. It is important to keep within the allotted 12-minute presentation time so that there is sufficient time for questions and discussion at the end of the presentation.

At the end of each presentation, the Session Chair is responsible for directing questions from the audience to the speaker, and for regulating the length of discussion on a given question in consideration of other questions the audience may have.

In order to avoid timing conflicts between parallel sessions, the Session Chair should *not* simply move on to the next talk if a speaker is absent. The Session Chair should stick to the presentation schedule. If it is known at the start of the session (or even in the course of the session) that a speaker will not be present, the Session Chair may (i) ask at the start (or in the course) of the session if some other representative from the research group is present who would be able to give the talk in the speaker's place, (ii) extend the discussion period of the previous talk into the time slot, (iii) use their discretion to allow another speaker to make a presentation during the time slot (which is usually decided before the start of the session in the case where it is known that a scheduled speaker will not be present), or (iv) announce a short break during that time slot until the start of the next presentation.

*The ICOOPMA 2008 Committee wishes to thank all Session Chairs for their valuable contribution to this conference.*

# LEVEL 2

