

Information for chairs of sessions and paper presenters

There will be a laptop and projector in each session so please bring your presentation on a flash drive or disc. Please get there early so that you can load your presentation on to the computer's desk top. Also, if possible it would be a good idea to have a back-up of your presentation in your e-mail in case the computer in the session room is not able to recognize your flash drive.

You can bring copies of your paper to the session but you don't need to. Instead you can upload it and/or your presentation to Conference Maker to make your paper or presentation available to all conference participants. I would recommend doing this even if you do bring hard copies to the session. Papers and presentations can also be uploaded and already uploaded ones revised after the conference until the end of July.

Please plan a presentation of about 15 minutes.

Each session is 100 minutes long (10 minutes longer than in the past). Session chairs please be rigorous with timing and ensure that the time allocated for each paper *including its discussion and any reply by the author(s)* is no more than 25 minutes in sessions with four papers and 20 minutes in the sessions with five papers (less if you start late). Discussion should be after each paper unless you agree with the paper givers beforehand to leave some time for general discussion at the end, in which case please adjust time allocated to each paper and its discussion accordingly. Chairs should be prepared to ask a question to get the discussion started.

Please start and end all sessions on time - don't wait for latecomers.

These guidelines are for sessions that we have put together. Those who organised and are chairing sessions that they submitted themselves can run it as they like - though please start and finish on time.