

## Session Chair Duties

1. Identify and introduce yourself to the presenters and mark them on the program page for your session.
2. Make sure the presenters have their PowerPoint files loaded in the presentation computer, it is best to use your own laptop.
3. Be aware of missing presenters and divide the total session time equally among the presenters.
4. Ask the presenters to sit in the front row for easy access to the presentation area
5. When the presenter is ready, read out the paper title and give the page number in the program document.
6. Introduce the presenter by title, name and affiliation, and read out the paper title again.
7. Keep an eye on the time and give a 3 minutes warning before the end of the allotted time.
8. Ask the audience to join you to give the speaker an applaud.
9. Prepare a question to ask if no one does.
10. Restrict the discussion time to the total time per presentation.
11. Thank the presenter a 2<sup>nd</sup> time and ask the audience to join you in giving a final applaud.