**SESSION CHAIR GUIDELINES**

As **Session Chair**, your responsibilities include:

* Checking the time and place of the session you are chairing on the conference program.
* Arriving in the session room at least 10 minutes in advance of the session start time. The timing and location of your session is included in the conference program.
* Confirm that all the devices for presentation are working in the presentation room during your session. Otherwise, notify the volunteers immediately.
* Encouraging presenters to load any required files on to one laptop prior to the start of the session. If presenters opt to use their own laptops, set-up time for swapping the laptops should be included in the presenters’ allotted 20 minutes.
* Briefly introducing themselves, the session title and session duration at the start of the session.
* Introducing presenters by name, affiliation, and title of their presentation at the start of the session.
* Monitoring the presentation time. Presenters have been allotted 20 minutes, which should include at least 15 minutes of time for presentation and 5 minutes of Q & A or discussion.
* In order for the sessions to run smoothly, it is essential to adhere to these time limits. This is particularly important for all papers; in order for all presenters to have equal time, it is imperative that you enforce a time limit of 20 minutes each. We suggest that you make it very clear to each presenter before the session begins that you will adhere strictly to the ‘20 minutes each’ rule and will interrupt should they exceed their limit.
* Please also remind presenters that should they wish to reconfigure furniture, to set up their own laptop, or to distribute evaluation forms, these activities will need to be conducted within their 20-minute window.
* Ask the audience if they have any questions or comments on the presentation. Thanking the presenters at the end of their presentation session.
* Reminding presenters to take their session materials with them at the end of the session and handing the certificate of presentation to presenters.

**Additional Notes:**

* Each presentation room is equipped with a laptop, a pointer, a VGA-HDMI converter, a projector, and screen.
* Conference volunteers will be circulating to provide assistance throughout the presentation slots.
* We sincerely appreciate your assistance with ensuring that your session runs well. If you have any questions or comments, please don’t hesitate to contact us in advance ([icotech2018@gmail.com](mailto:icotech2018@gmail.com)), or to check in with a conference volunteer during the conference itself.