

Guidelines for Session Co-chairs

- Please make sure you are aware of which session you are chairing and its time and venue (this will be available in the detailed programme to be uploaded on the conference soon). In case of any confusion, contact us well before the session.
- Kindly be at the session venue at least 10 minutes before the session. The session coordinator will be available at the venue for any assistance.
- Please coordinate with the other co-chair to divide the responsibilities if necessary.
- At the beginning of the session, kindly divide the available time equally among the presenters that are present. Each presenter should be requested to finish his/her presentation within allotted time. The order of the presentations may be decided as per the schedule or requests from presenters or as you deem fit.
- You may choose to invite questions and comments either after each presentation or after all the presentations are over. While the idea of the session is to generate discussion, it is equally important to complete the session in time.
- You may like to welcome the presenters and audience to the session at the beginning of the session.
- You may like to introduce each presenter briefly as he/she is invited to make the presentation. The introduction should be limited to the presenter's name, his/her affiliation, and title of the paper.
- You may like to give a signal to presenters two minutes before the time he/she is expected to finish the presentation.
- If a presenter goes beyond the allotted time, do not hesitate to close the presentation abruptly. It is important that the session is finished within allotted time to keep program on track.
- You may like to thank presenters and the audience at the end of the session.
- Please hand over the completed evaluation form for best paper awards to the session coordinator before you leave the session.

Wish you have a very rewarding session.