

## **Guidelines for Chairpersons**

The chairpersons are nominated by the appropriate convener(s) to conduct a particular sub-session of a scientific session. The duties of chair persons are:

1. to carry out their functions properly in order to maintain the quality of the scientific programmes;
2. to open and close the session **on time**;
3. to ensure that the speakers of the session are present and that they are able to make their presentations without disruption;
4. not to allow speakers to exceed the allocated time for each presentation;
5. to remind the audience that it is prohibited to take photos of and/or to copy electronically any scientific material both during oral and at poster sessions!

Please note allocated time for each speaker is **20 minutes** and it includes 15 minutes for the presentation, 5 minutes for discussion and change over.

**IMPORTANT:** if a gap should occur in the time schedule and no stand by paper is available to fill in, discussions on the previous talks, if not foreseen in the programme, should be stimulated (Please wait until the time of the next talk).