



Instruction for Chairperson

Time

- Each presenter has 15 minutes for their presentation and 5 minutes for questions.
- The Chair should not allow a speaker to receive questions after the full 20 minutes for the presentation are up.
- Please inform the presenters about these procedures before the session begins.

Before the session:

- Make sure you know which session you are to chair and notify the Secretariat if you cannot serve as session chair.
- At the conference, arrive at the room of the session at least 10 minutes prior to the start of the session.
- Alert any of the technicians of problems with visual and audio aids.
- Greet the speakers and make sure that everyone scheduled to speak is present, and that all presentations have been loaded on to the computer (including your own if you are to present in the session).

During the session:

- Introduce yourself to the audience and give a brief introduction of the speakers and the overall topic.
- Explain the time allocation
- Make sure the presenter adheres to the time limit.
- If questions remain after the time is up, suggest that the discussion resume after the session.

After the session:

- Hand in the certificate of participation ONLY to the presenters.
- Conclude the session.