

Session Chair Guidelines

The role of Session Chairs is important to the success of the sessions. Please note the following guidelines to ensure smooth operations of the meeting in general and your session in particular.

GENERAL

- Review the **programme** of your session:
http://lca2016.setac.eu/programme/scientific_programme/?contentid=1112&pr_id=997&last=1041. At the meeting, check the errata sheet in the programme book for any last minute changes to your session.
- For questions or comments on the scientific programme, please contact Ralph Rosenbaum (chair of the Scientific Committee, ralph.rosenbaum@irstea.fr) or Roel Evens at the SETAC Europe office (roel.evens@setac.org).

A. PLATFORM SESSIONS

Responsibility prior to the session

- Be in the session room at least 20 minutes before your session starts to meet the presenters in your session and to review logistics, needs and content as well as to check your information on the presenter's affiliation and name pronunciation. Presenters have been instructed to be in the session room 20 minutes before the beginning of your session to upload their presentation and to introduce themselves to you.
- Ensure that presenters are present and that they have uploaded and checked their presentation, as well as the presentation can be opened on the presentation laptop to prevent unpleasant surprises during the session. Be available in the session room to assist with the collection and upload of the presentations, if needed. In order to ensure a smooth transition to the slides of consecutive speakers, check the order of the ppt. files on the presentation laptop.

Responsibility during the session

- Prior to the platform session, one of the session chairs should welcome the audience and speakers, and provide a very brief introduction to the session. Keep this intro brief and do not deprive the first speaker of time.
- Introduce the speakers, their affiliation and the title. Session chairs must be prepared ahead of time and have name pronunciation and affiliation correct.
- **Keep the session on schedule** with respect to the following presenters and the audience. Except for the keynote speakers, each platform slot consists of exactly 20 minutes, with MAXIMALLY 15 minutes allowed for the presentation and AT LEAST 5 minutes for Questions & Answers. Do not hesitate to cut off a speaker if he/she exceeds the scheduled 15 minutes presentation time (if you receive complaints from speakers, please direct them to the SETAC staff or the meeting organisers who have instructed you to keep to time).
- Ensure a smooth transition to the slides of the next speaker (e.g., check the order of the ppt. files prior to the session).
- Under no circumstances shall a session chair change the published order or timing of the programme. If a talk is missed for some reason (lighting & projection failure, travel issues etc.), add it to an empty break or at the end of the session. Post an announcement of the change and make an announcement at the start of the time period it was to be at. Inform the SETAC staff.
- Familiarize yourself with the room and check the lights, sound and projection. If problems arise, inform the SETAC staff on site immediately and take any necessary corrective action in the interim.
- Chair the question period. Restrict questions to the time slot. Use good judgment to include as many people as reasonable to participate. Ensure that questions are clear and are easily heard throughout the room. Intervene if questions become unprofessional. Be prepared to initiate the discussion if there are no questions from the audience.
- Try to start a discussion if there is a cancelled or "no-show" presentation.

B. POSTER SPOTLIGHTS

If your session includes a poster spotlight, please note the following:

- Poster Spotlights are meant to be a short (3 slides, 5 minutes max) presentation of posters. The author should focus on the main aim of the research and only mention one or two key findings. The purpose of the spotlights is to stimulate the audience to view the poster and to discuss the research with the author during the breaks or poster social in the exhibition area where the poster is displayed. This format does not allow detailed discussions after each poster spotlight.
- Please take good care that the individual poster spotlight presenters **keep to the scheduled time** (i.e., 5 min each).
- Ensure a smooth transition to the slides of the next spotlight presenter (e.g., check the order of the ppt. files prior to the session).

C. POSTER SESSION

- Posters can be put up by the presenters on Monday 19 September during the welcome cocktail from 6:30PM till 10PM or on Tuesday morning, half an hour before the start of the presentations. They have to be removed at the end of the symposium on Thursday 22 September, 15:10h (after the closing session).
- All posters will be located in the poster and exhibition area (= in the hall where the coffee and lunch breaks will be). The authors have received instructions where to put up their poster and SETAC/Irstea staff and student volunteers will be available to assist. Your presence as a session chair is not needed during the poster set up.