



GUIDELINES FOR CHAIRS

As a session Chair, you should receive the abstracts and bio notes for the speakers in your session by mid-October.

Your introduction should be kept very short. Your primary role is to ensure that all speakers have equal time and to encourage the participants to have an interesting discussion.

- > There will be a staff member from the conference organising team in the conference room to support you with logistical, timing and other issues.
- > Session Chairs are asked to be in the allocated room at least 10 minutes prior to the start of the session.
- > Start the session on time: please do not wait for latecomers.
- > Briefly introduce yourself as Chair to the audience and welcome the participants to your session.
- > When inviting participants to present, announce their full name(s), affiliation and title of the paper.

TIME MANAGEMENT

The time allowed per speaker is 15 minutes for oral presentation sessions (OP) and 8 minutes for short communication (SC) sessions. Please check which type of sessions you are chairing. Note that oral presentation sessions have 4 speakers, while short communication sessions have 8 speakers. It is essential that each session in the conference runs on time. You may announce the method you will use to notify them when they are nearing their presentation time limit and how you will stop them if they have reached the end of their allotted time. Time should be allocated per presentation for questions (5 per OP and 2 per SC). You may want to leave all questions to the end of the session, so that all presenters have enough time to present.

The rule is to have one presenter per presentation. If you are approached by a presenter asking to split the presentation with two different presenters, and if you think that this will not negatively impact time keeping, you may use your best judgement to decide. However, any such changes will not be reflected in the formal programme of the conference. We strongly advise you not to agree to split presentations in the event that you have more presentations in your session than normally foreseen (see above the rule for OP and SC).

If time is used up by presentations and there is no additional time for questions at the end, you may suggest that audience members can approach the speakers after the session.

If there is time for questions and none come from the floor, please feel free to ask one yourself.

The Chairs will be given the contact details of the speakers in October. The Chair should consider the order of the presentations and is obliged to inform the speakers of that order before the conference.

ORGANISERS



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