

For session chairs

## Session Chair Responsibilities

### Before the Conference:

- Please view the Technical Program for information about the session you are chairing.  
<https://www.conftool.com/wpc2019>
- Contacting the presenters in your session(s) is a way of ensuring their attendance and commitment to the meeting.
- Register for the meeting [www.conftool.com/wpc2019](http://www.conftool.com/wpc2019)

### At the Conference:

- Check for any late program updates on the Conference App [www.conftool.com/wpc2019](http://www.conftool.com/wpc2019)
- Mark any "No-shows" on the Session Report form and give feedback to organizers
- Return the forms to the EOS Registration Desk

### Chairing the Session:

- Introduce the session topic
- Introduce the speakers
- **Maintain the program schedule**- Keep time and let the speaker know when they are out of time!  
(Attendees get annoyed easily if the schedule does not keep)
- Be prepared for the unexpected! (Prepare topics in advance in case of a no show)
- If you find a presenter has failed to attend:
  - Note the no show on the Session Report form
  - DO NOT move to the next paper. Attendees plan for the talks they want to hear based on the published schedule.
  - Choose one of these options:
    - Fill in the \*hole\* with a standby paper (if there are no official standby authors for your session, make arrangements in advance to have one or two \*no strings\* [no manuscript] presenters on hand)
    - Open the floor to an extended Q&A session for speakers who have already presented
    - Have one or two controversial topics ready for discussion
    - Bring a topic on your laptop for presentation and/or discussion
    - Open the floor for discussion on any topic of interest to the audience
  - Start the next talk at its published, scheduled time.

If you have any questions or need more information, please contact the Conference Chair, or Elina Koistinen.



Elina Koistinen  
EOS Executive Director  
+358 50 592 4693

