**Oe3C Session Chair Instructions**

1) People will likely be moving between the concurrent session rooms, it is important that we stay on time with the published schedule and **do not start talks early or let them go late**. If a presenter has not shown up for their talk then leave a gap, do not go ahead with the next talk. Similarly, if for some reason a presenter has not loaded their talk ahead of the session starting then the time it takes for them to load *comes out of their time* and doesn’t shift the schedule. Please be firm about the timing.

2) For sessions you are chairing please arrive at the presentation room as soon as possible if it is during a break. Ideally, you should be there **20 minutes early** so that people can load talks, have time to check for compatibility issues, and fix any minor problems that occur. Please **retitle the talks as they are loaded** so you can bring up the appropriate talk with minimal delay once the session has started (eg. 1\_Colborne, 2\_Farrell, 3\_Austin, etc.).

3) Once all the talks are loaded and the presenters are all in the room go over the timing signals that you will provide:

i. At 10 minutes you will notify them using the sign in the room

ii. At 14 minutes you will stand up (at this point if they are answering questions, as they should be, the chair will start loading the next talk so that we can keep moving)

iii. At 15 minutes the talk ends and the next introduction begins (cut people if necessary, but let’s hope it doesn’t happen)

Be tough with the timing or someone could hijack your entire session (its happened before many times at conferences when the chairs do not follow the timing procedure). It reflects on the person giving the talk that they need to be cut off, not on the chair who is following the schedule.

4) If you are presenting in the session that you are also chairing, introduce yourself as the chair of the session and let the other member of the organizing committee keep the time for you and give you the appropriate signals. Consult the evaluation schedule in your package to know who is in the room with you to do this.

5) Have a great time. There should be great talks in each section!