



2018 International Biometrics Conference Barcelona

Instructions for Session Chairs

Before Your Session

Check the Program

Prior to departure for the meeting, check the program on the website to determine the number and order of the speakers to be presenting, the time allocated to each speaker, whether any of the speakers are identified as being in the oral competition, and the theme of the talks in the session.

Bring a Timer

Please bring a timer to the session, so you can assist the speakers in keeping to the schedule.

During Your Session

Arrive Early

If possible, arrive at the meeting room about 15 minutes prior to the start of the session and familiarize yourself with the controls for lights, microphones, audio-visual equipment.

Check in with the Volunteer Assistant

Every room will have assigned at least one volunteer who will be responsible for the controls for lights, microphones and audio-visual equipment. We have checked all the rooms prior to your session and all equipment should be working well.

The volunteer for each room will also be aware if any talks have been withdrawn.

The volunteer will provide you with large flash cards with "5 minutes", "1 Minute", "End of Talk", written in large bold which you can display discreetly to the speakers 5 minutes and 1 minute before their talks are to be concluded, and to signal the end of the talk.

Identify and introduce yourself to the speakers and encourage them to sit at the front. Check with speakers on the pronunciation of their names before the session begins.

Remind speakers that they must use the microphone. Review layout of the room for the speakers so they are aware where to stand so as not to block the screen from view. If any speaker has movies or special video in talks, check them before the start of the session, if at all possible.

Introductions

At the start of the session, briefly introduce yourself, the theme of the session, the length of the talks to the audience. Announce any changes to the session from the print version at the start of the session. Introduce each speaker in turn very briefly: name, title of talk is sufficient.

Check the Microphone

Make sure the speaker has the microphone placed appropriately: a few inches below the chin; and that the microphone is on.

Start on Time

Start the session on time - announce the first speaker and author, and start your timer.

****Stick to the Schedule****

Please adhere to the time schedule listed in the program so that simultaneous sessions are as closely synchronized as possible. Many attendees move from session to session in order to hear specific talks. **This is especially important for those judging the oral competition - the talks competing in the competition are scheduled at various sessions throughout the conference to mesh with the theme of their talk. In the session you are chairing, there may be one or two talks that are in the oral competition.**

Should a speaker fail to appear, it would be helpful if you use the time to generate discussion: you may ask for questions or discussion regarding the previous papers. Alternately, recess the session until it is time for the next scheduled talk, and, if you do so, please encourage the audience to network with other attendees in the session or with the speakers (point them out) so as to aim to retain the audience.

Allotted Times

Invited session Chairs will have been contacted by session organizers on timing of speakers and discussants (if any) in the sessions they are chairing.

The normal allotted time for contributed abstracts is 12 minutes with 2 minutes for questions and answers, as well as 1 minute for changeover of speakers and introductions of the next speaker.

Set your timer to give initial warning 5 minutes before the talk is scheduled to end, then at 1 minute before the end of the talk. When this time is up, ask for questions and allow 2 additional minutes for questions relating to the abstract. Restate each question for the audience, or ask the presenter to restate the question so the question is heard by all participants at the session. Restating the question over the microphone is important to permit those with hearing difficulties to be fully engaged at the session. At the end of the 2 minute question period, thank the speaker and promptly introduce the next abstract and speaker. If there are no questions, thank the speaker and begin the introduction of the next speaker.

Timing Speakers

Speakers must be asked to stop when their allotted time is up in a courteous but firm manner. Keep in mind that the session must end on time, and that the last speaker has just as much right to an audience as does the first speaker.

At the End of the Session:

Thank the speakers and, if convenient, offer any suggestions you may have, or words of encouragement, to young investigators who presented in the session, on enhancing their talks.