

## Instructions for session chairs

Thank you for accepting the role of session chair for WPMC2009.

Below are some guidelines and information you may need before and on the day:

### 1. Before your session...

Please arrive at the session room **at least 20 minutes before your session is scheduled to commence.**

You will find a printed version of all the papers to be presented at your session on the session chair's desk.

Please check that speakers of the session are present in the room before the start of your session. They have been requested to meet the chair before the session starts, and to hand you a copy of their short biography upon their arrival for their pre-presentation introduction.

### 2. During your session...

**Each oral presentation has been allocated a time slot of 25 minutes**, including questions and handovers. Please keep track of the terminate all overrunning presentations in order to ensure that every presenter has the same amount of time.

In Special Sessions, the length of the time slots vary. Based on the number of presentations to be made in each session, we ask all Special Session chairs to decide among themselves the length each presentation and if necessary communicate this to their presenters. At the end of all presentations, 3-5 minutes should be reserved for questions.

If a presentation is cancelled or the presenter does not show up, please move on to the next scheduled presentation.