

Dear session chair,

At the conference website you will find the current schedule of the session you have agreed to chair at the IBC 2010. Below you also have some instructions to chairs as well. You should check at the website for any changes that may occur to your session.

The success of the conference depends in great part on the manner in which the details of its operation are carried out. In this respect the importance of the duty of session chairs cannot be overstated. Chairs ultimately ensure the smooth running of sessions. The Scientific Committee is very grateful to you for accepting this important duty and for following the instructions below very closely.

If you have any concern or question, or are experiencing any difficulty, please contact Vicente Núñez-Antón (vicente.nunezanton@ehu.es). In any case, you can always leave messages for me at the Registration desk during the conference if you have any concerns or questions

IBC 2010: Instructions to Session Chairs

Prior to the Conference:

A schedule of your session is available at the website for the conference. Please note closely that each speaker has 15 minutes for his/her presentation plus 2 minutes for questions.

It is normally considered a duty of a Session's chair to prepare a question or two on each presentation to get a discussion started. Not all Contributed session chairs, however, have been matched with a session in their area of expertise. The duty of preparing questions may be waived in such a case.

Prior to the session you are chairing:

Any known change to the session from the printed version will be posted on the day of the session in the conference Registration area. Chairs are encouraged to verify prior to their sessions that all their speakers are indeed present at the meeting and to obtain any further information they require for introducing each speaker. In addition, chairs should make sure that all presentations have been previously uploaded in the computer room assigned for this (the speakers' preview room is room 8), so that the session is ready to start at the scheduled time. It may also be a good idea that you are present in the room the session you are chairing takes place at least 5 minutes before its starting time.

Each room will be attended by a room monitor, who will take care of preparing presentations on the room laptop computer for each talk as the speakers take their turn. Neither speakers nor chairs should attempt to do this on their own.

During the session you are chairing:

Introduce yourself by name to the audience and welcome them to the session, explicitly mentioning its title.

Introduce the speakers in turn. A minimal introduction of a speaker by a chair would include the names and positions of the speaker and the title of the paper. Chairs may add additional introductory information at their own discretion, bearing in mind the tightness of the schedule.

All Contributed presentations are 15 minutes long. In addition, there are 2 minutes for questions. Questions should be elicited immediately after the presentation, schedule permitting. In addition, you will also have the certificates of presentation that should be handed to speakers once they present their papers.

Session chairs must closely follow the stated schedule. In the event of a "no-show" or a known withdrawal of a presentation and in order to keep the original schedule for the session, the chair must call a session break until the next regularly scheduled presentation. Presentations should not be moved forward to fill the gap. At their discretion, they can lead a floor discussion.

Speakers running overtime should be firmly asked to come to closure and, if required, you can stop his/her presentation when his/her time is over. These procedures have been established so that attendees can be certain when presentations of interest are occurring.

Sheets of paper clearly marked with the words "5 minutes", "2 minutes" and "1 minute" will be supplied to chairs, who should also carry a timepiece. Chairs should warn speakers in advance about this issue, so that they are aware of it.

Vicente Núñez-Antón

Chair for the International Program Committee