ICS Scientific Session Chair Guidelines

Thank you for chairing this session.

Please follow these guidelines to deliver the best possible session.

- Before the start of the session please ask delegates to take their seats and silence any mobile devices.
- Please notify the in-hall AV Technician immediately of any AV equipment problems.

Start of your Session:

- Please welcome the online delegates as well as those in the room.
- Please announce (read out):
  - Session title
  - Names and affiliations of Chairs

During your Session:

- Introduce speakers by name and affiliation before their presentation.
- Zoom presenters will show up with a 💻 in the session notes. The AV technician will display them on the screen, and they will be able to hear you as normal.
- If a speaker does not show up, please move to the next speaker, and allocate more time for Q&A.

Q&A:

- Invite online delegates to submit their questions during presentations using "chat" on the session page. Those questions will appear on your laptop, select the most relevant to read to the presenter during Q&A.
- In-hall questions must be asked using a microphone and must be preceded by name, profession, and country.

At the end of the session, try to summarise some key points of the discussion.

Slot Timings (minutes):

	Podium	Podium Short Oral	Podium Video
Presentation	7	3	5
Q&A	8	4	4

Summary of Tasks:

- Announce speakers
- Guide and organise the Q&A / discussion
- Time management; prevent speakers from running over
- Conclude the session