

ERTS² 2018 – Session chair instructions

Dear Session Chair

We thank you again for your contribution to the success of ERTS2 2018 and hope everything is going as smoothly as possible towards your participation.

You will find below a brief description of the session chair role. Please don't hesitate to contact by mail the authors for your session to get their bio and presentation in advance (please refers to EasyChair with paper number from the attached file and for email contacts). If you have any question, please come back to us.

Best Regards

ERTS Scientific Coordination Team

Instructions

- The Session Chair is the time keeper. Presentation time slot is 30 minutes, including set up, presentation (typically 20 minutes) and 10 minutes for questions and answers.
- The Session Chair introduces himself or herself and introduces briefly the session and each presentation and speaker. For this last purpose, speakers have been invited to prepare and provide you with a few introduction lines (a very short bio, company, topics of interest, subject of the presentation...). Please be ready:
- To contact the speakers of your session in advance or at the latest 15 minutes before your session beginning in the conference room, so as to be sure to get these lines in time
- To adapt these introductory lines at your best convenience (and in particular to save as much time as possible for the presentations).
- The Session Chair acts as a Moderator for the slot dedicated to questions and answers after each presentation.
- The Session Chair is welcome to ask questions after each presentation, especially if there are not many questions from the Conference participants (and if time allows).
- We kindly request Session Chairs to come in the room some time in advance (typically 15 minutes) and be available to discuss with or even provide assistance to the speakers. Please note that a video-beamer, computer and a laser pointer will be available in each conference presentation room (speakers are not allowed to use their own computer for their presentation). Speakers have been invited to upload their presentation on the conference room computer sufficiently in advance through a dedicated preview room with assistance from dedicated staff. However we cannot exclude that in a few cases this will have to be done directly on the room computer at the last minute. We thank you in advance to provide support if possible, or ask assistance for any need to the Conference staff.

Programme Session

- Check your session, timing and location in the programme <https://www.erts2018.org/conference-programme.html>