Instructions for the Chairs of the Contributed Oral and Contributed Visual Sessions

The last speaker in each of these parallel sessions has been designated as the Chair of that Session.

Chairs of the **Oral Contributed Paper Sessions** should please note the following:

1. You must ensure that you arrive at the venue as early as possible.
2. Please make sure that all the papers of that session have been uploaded on to the computer.
3. Each paper in the Oral Sessions has a 20-minute time slot.
4. Speakers must be encouraged to speak for no longer that 15 minutes, with 3-5 minutes for discussion.
5. Where possible, we have left any gaps in the program at the end of each session. Notwithstanding, if there is a gap in the program you may not allow other speakers to take more time. We want to keep to the 20-minute slots so that delegates can move from one room to another.
6. Once the papers in a session have been completed however (which will include yours) you are allowed to have a general discussion session for delegates who do not want to attend other sessions.

Chairs of the **Visual Contributed Paper Sessions** should please note the following:

1. You must ensure that you arrive at the venue as early as possible.
2. Please make sure that all the papers of that session have been uploaded on to the computer.
3. All of the Visual Contributed Sessions are 120 minutes in length, and none of these sessions have more than 15 papers in them.
4. If there are 15 papers in your session, each presenter has an 8 minute time slot, leaving 5-6 minutes for the presentation and a minute or two for discussion.
5. There is no need to synchronize these time slots. If there are fewer papers in your session, divide 120 minutes by the number of papers to get the average time per paper. So if there are 10 papers, each slot is 12 minutes.