

escape

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28



28th European Symposium on Computer Aided Process Engineering

Guidelines for Session Chairs

This manual details how to chair sessions for oral and poster presentations in the context of the 28th European Symposium on Computer Aided Process Engineering

General

Session chairs and co-chair(s) are responsible for a high-quality scientific atmosphere during their session(s).

It is necessary to have one chair and at least one co-chair for each session. The chair should coordinate with the co-chair to ensure that both are available for the whole duration of their session. Please **communicate early enough to the organizers** if any situation arises that would cause you to **not chair (or co-chair) your session at** the ESCAPE28 conference.

Please ensure you are familiar with the presentation guidelines available via

<https://www.tugraz.at/events/escape28/services-registration/guidelines/>.

Note, the above web page also contains a link to the **schedule for session chairing**. **Note: This schedule contains two sheets “sessionsOral” and “sessionsPoster”!**

Chairs and co-chairs may want to modifying the **technical content of their session** (e.g., the sequence of talks in an oral session), but this may happen only in consultation with the organizer. To request a change to the technical content of a session, please send an email to escape28@tugraz.at.

Sessions with Oral Presentations

Session slots must be strictly adhered to, such that **all presentations within a certain time slot are synched**. This allows attendees to switch between sessions without missing a talk they like to attend.

There will be **one assistant per session to take care of technical issues**. We expect session chairs to make technical decisions (e.g., change of laptops, switch to the backup PDF presentation etc.) to ensure the overall integrity of the session.

Chairs, co-chairs, and presenters should arrive **15 minutes prior to the start of the session**. Please check that all presenter have arrived and that all presentations are running on the beamer latest 10 minutes prior to the start of the session.

Try to direct attendees to empty seats, preferably in the front rows of the room. Notify the assistant if you run out of seats.

At the beginning of the session, please welcome the audience and inform the presenters that their presentation must stop latest **3 minutes (5 minutes for plenary presentations) before the end of their time slot**. Please issue an audible **"1 minute left"** warning before the presenter is meant to stop the presentation. You may want to stand up to ensure the presenter sticks to the time limit. It is recommended to use a stopwatch, or an adequate app (e.g., the "Intervall Time" on Android cell phones) to keep the presenter informed about the remaining time.

Please **coordinate question and answers** at the end of each presentation slot. The chair is responsible for the **adherence to the time schedule**. Thus, please **stop lengthy discussions**, or redirect them to the break after the session.

If a scheduled paper has been cancelled, or the speaker is not available (i.e., a "no show" occurs), the best strategy is to try to fill the presentation slot. For example, you may want to continue with an informal discussion of the last presentation. A break, especially towards the end of the session, will most likely result in losing your audience. Once you have filled in as much time as possible, you could ask the next presenter to give a preview of his talk, or to introduce him/her to the audience. However, please stick to the schedule such that **all presentations within a certain time slot are synched**.

Session Naming

We have not assigned specific names to each session. The session title has the following meaning:

"OralPresK1" refers to session with oral presentations, keynote in the first slot. K2 refers to keynote in second slot.

"1.2.alpha" refers to:

1 ... day 1 (Monday)

2 ... session group 2 (2nd session on this day)

alpha ... track alpha (the primary one in the large lecture hall)

We have not assigned session names, but grouped talks with the same topic into a session. If you like to know the specific topic of a session, please click on the abstract title in the program (<https://escape28.conforganizer.net/program/sessions/>).

Poster Sessions

To reduce the number of empty poster boards in the poster session, **please inform us** (i.e., the assistants at the conference office) if you receive **a last-minute withdrawal**. The

organizers can take the necessary steps to re-arrange the poster session such that empty poster boards are minimized.

Chairs and co-chairs of poster sessions should ensure that all **posters are already pinned during the lunch break before the poster session!** Please remind presenters of posters to stay next to their poster until the end of the poster session.

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