

ASIMMOD2007

SESSION CHAIR GUIDELINES

These guidelines are developed for Modelling and Simulation Society for Australia and New Zealand's MODSIM05 conference and will be used here in ASIMMOD2007. They have been developed to help ensure the success of your session, and the smooth operation of your session in conjunction with other sessions at ASIMMOD2007.

PRE-SESSION

- Check the Room for your session, and be sure you know how to get there
- Check the authors and titles of papers in your session
- If you know the authors, please contact them and ensure that they load their presentations onto the computer in the Room before the session
- Arrive early (at least 15 minutes) at the session to meet the authors and to give them a briefing on how the session will be run
- Verify that the authors are present and that their presentation is loaded onto the computer, or prepared for the overhead projector
- Note that use of personal laptops is not allowed. Speakers must be prepared to load their presentation on the Room computer via a CDROM or memory stick.

DURING THE SESSION – YOU MUST KEEP TO TIME

- Bring the session to order at the correct time and ask all attendees to be seated quietly.
- Welcome the audience, introduce yourself and provide the Session Title
- Inform all attendees that presentations will be 15 minutes, with 4 minutes for questions, and a 1-minute changeover
- Introduce each speaker, list their affiliation/s, and give the paper title
- Provide a 2-minute warning at the 13minute mark of the talk
- If speakers go past 15 minutes, ask them to swiftly conclude their presentation
- Do not allow speakers to go past 19 minutes. In fairness to all other conference participants, ask them to cease talking and leave the podium at the 20 minute mark.
- Do not adjust the time schedule for short presentations or no-shows. If a talk is under time, bring conversation back to any points that may have been foreshortened previously.