Guidelines for Session Chairs

ESSENTIAL INFORMATION

1. Presentation

ORAL: Each session will be composed of 3-6 oral presentations each 20 minutes in length. Chair to introduce the presenter (read the name of the presenter and title of the paper).

The time allotted for each speaker will be as follows:

- 10 – 12 min for in-person ORAL presentation.
- Pre-recorded presentations of virtual participants will be played by the room technical moderator following the introduction of the author by the chair.
- 4 – 7 min question time (based on presentation length)
- 1 min changeover

At 11 mins, the chair will alert the presenter and indicate there is 1 min remaining. Please make sure that all speakers keep to their allotted presentation time.

POSTER: Each session will be composed of 8-10 Poster presentations each 10 minutes in length. Chair to introduce the presenter (read the name of the presenter and title of the paper).

The time allotted for each speaker will be as follows:

- 4 – 5 min in-person poster presentation.
- Pre-recorded presentations of virtual participants will be played by the room technical moderator following the introduction of the author by the chair.
- 4 – 5 min question time (based on presentation length)
- 1 min changeover

At 4mins, the chair will alert the presenter and indicate there is 1min remaining. Please make sure that all speakers keep to their allotted presentation time.

2. Pre-session

1) Seats will be reserved in the front row for presenters. Please ensure all in-person presenters are seated at least 5 min before your session.
2) Please get acquainted with the equipment and the order of speakers of your session in the program book https://heatpipeaus.com/program-2/.
3) A schedule of speakers is provided.

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OTHER INFORMATION

During the Session

1) Please start on time by introducing yourself. Explain to the audience, and speakers how you will alert the speaker to indicate 1min remaining, and hence the speaker needs to finalise their presentation.

2) Please introduce the speakers briefly at the beginning of their presentations using the program book (read name of the speaker and the paper title)

3) Scheduled session times should be observed strictly to allow parallel session times to be accurate.

4) If a speaker does not show, allow the discussion to continue, or recess until it is time for the next scheduled presentation.

5) Please encourage questions and comments from the audience. Questions and answers may be permitted only until the starting time of the next talk.

6) If a speaker goes over the allotted time, the session chair should politely insist to quickly proceed to the next talk.

7) In case there are no questions from the audience, you may prepare some questions.

8) When the last talk has been completed, the chair should thank the speakers and the audience, and call the session to a close.

Our staff members will technically assist you. If you need anything else, please call the staff to request what you need.