Instructions for Oral Session Chairs

We are very grateful to you for agreeing to be a Session Chair at PIMRC'13.

We would like to remind you of the following points which will contribute to a successful session:

- Via your personal account in EDAS, you've access to the full information of your session.

- Read the papers of your session in advance, and prepare questions to open a discussion on them, if needed. Each Speaker should have a brief technical discussion.

- Be at the room of your session 15 minutes before it begins so that you can meet the Speakers in advance and review with them the time limits for their presentations (17 minutes). You are also receiving a short CV of each speaker: if you notice any changes, please ask the new speaker(s) for a short CV.

- Stick to the timetable of the session by starting on time.

- Start the session by announcing its title and by briefly introducing yourself.

- Introduce each speaker by mentioning the title of the paper, his/her name, affiliation and the short CV you have received.

- It is most important to enforce strict time constraints to allow the presentations to fit within the allotted time periods. Each paper has a time slot of 20 minutes: 17 of which are for the presentation, and the remaining 3 are for questions and discussion. Notify the speaker when there are only 2 minutes left for his/her presentation.

- If a speaker is missing, do not advance the presentation, rather break the session, or preferably continue/stimulate the discussion on the previously presented papers to fill in the gap.

- There will be student volunteers in the room to ensure that facilities are working properly, and to give you any assistance you may require during the session.

- A Feedback Form is being distributed jointly with these instructions. Please take a minute to fill it in after the session, and hand it over to the Conference Secretariat.

Thank you again. If you need any more information, please do not hesitate to ask us.

Sincerely,

PIMRC 2013 Organising Committee.