



Guidelines for chairs, presenters and discussants

Keep time strictly. Each session runs for around 90 minutes. If your session consists of 3 papers, then you will have about 15 minutes presentation per paper, 5 minutes for each discussant and 10 minutes discussion per paper.

Sometimes, due to presenters dropping out, your session will have fewer than 3 papers in it. In this case, please *do not take more time for the presentation or for the discussant's comments*, so as to allow attendees to move to other sessions at the end of the last paper.

Please follow as much as possible the order on the program, as participants may like to move between sessions to listen to papers of their interest.

Guidelines for discussants:

Please do not summarize the paper. Pick up two or maximum three points in order to start the discussion and please keep to your allotted time, which will only be five minutes.

Guidelines for chairs:

Please keep time during the session. Keep the order of the presentation as printed, ensure the discussants are brief and to the point, and organize the discussion.

There will be two cards available in each session, one **yellow for a 5 minute warning**, and one **red for a 2 minute warning**. Please use them! We hope it will assist in time-keeping.