Instructions for Session Chairs

(The last presenter in each session is the session chair.)

- Please familiarize yourself with the schedule prior to the conference.

- The session chair will ensure that all sessions begin and end on time.

- The order of presenters is as appears in the schedule.

- Each presenter has 20 minutes for the presentation and 2 minutes for the questions and answers.

- The session chair will track time and alert the presenter of the remaining time at suitable intervals. Alert first when 2 minutes remain and then when the time is up.

- **Please call a hard stop when the time is up.** Do not hesitate to stop presenters if they go over.

- Virtual audience questions may come via chat and need to be read out by the chair. The session volunteer will help if required (e.g., the session chair does not have a laptop). Unless a question is compelling (e.g., "what is α?"), questions should be avoided during the talk. The chair may ask other questions posted in the chat after the talk.

- When it is your turn to present, please choose one person ahead of time to take over chair responsibilities. This can be a co-author or another author in the session.