



Guidelines for Session Chairs

Please check the Conference Program Schedule to see which sessions have been assigned to you

Before the conference:

- ✓ Please read the papers/ abstracts in your session well in advance.
 - Step 1: Create an account and log in to <https://icbf2022.sciencesconf.org/>
 - Step 2: Access Tentative Program in the Main menu
 - Step 3: Find your assigned session
- ✓ Please arrive/online at your session 10 minutes before the start time.

During the session:

- ✓ Introduce yourself (and your co-chair) and identify the name of the session.
- ✓ Introduce each presentation by presenter name, primary institution and title of the talk.
- ✓ Please allocate about 30 minutes for each presenter (ensuring that there is enough time for discussion and feedback writing). Do not hesitate to cut the speaker off if they go over their time.
- ✓ After the presentation is completed, ask the audience/discussant for questions. If they do not have any questions immediately, get things started by asking the presenter a question of your own.
- ✓ Thank the presenter and invite the next presenter.