



## **Guidelines for Track/Session Chairs**

Thank you for serving as a session chair. Your contributions are vital to the smooth conduct of the technical session and to promoting dialog among attendees. The primary function of the session chair is to ensure adherence to the session schedule. If you have questions or problems, please come to the registration desk.

### **Oral Paper/Invited Presentations**

Each presentation room is equipped with a video projector, and screen. Microphones can be provided on request. However, except for keynote presentations, a computer is not provided. Before the session begins, please interface with your session presenters to determine the logistics for the individual session, including the possible sharing of one computer for most/all of the session presentations.

- Approximately 20 minutes has been allotted to each presentation (with the exception of Panels, Works-in Progress and Lightning, if requested by the track/session chair, which will have a reduced time). This time covers the presentation and a few minutes for discussion.
- Before each presentation, please announce the presentation title, the presenter, and their professional affiliation if known.
- At the end of the presentation, you may encourage the audience to participate in some discussion of the work. If the discussion appears to run overtime, please interrupt and encourage the discussion to continue after the session. Please thank the speaker.
- At the end of the session, thank all attendees and presenters again.

### **Keynote Presentations**

Unlike plenary presentations, which will be introduced by the Resilience Week Chair or designate, semi-plenary keynote introductions are the responsibility of the symposia chairs. As we have several cross-cutting track keynotes this year, it will be up to the chairs of the track to determine who will make this introduction. The biosketch for each keynote can be collected from the organizing chair for the purposes of this introduction.