



Session Chair Guidelines

The **55th International Congress & Exposition on Noise Control Engineering – INTER-NOISE 2026, Adelaide – Congress Organising Committee** would like to thank you for assisting as a Session Chair. Your continued contribution to the organisation and smooth running of the Congress is highly valued and appreciated.

The role of the Session Chair is to briefly introduce each Presenting Author and their presentation, keep the session running to schedule, and ensure a smooth and positive experience for both presenting authors and delegates alike.

The full Final Technical Program will be available on the [Congress Website](#) and, ultimately, via the Congress App. Once the latter is available to delegates, we will reissue this document (with instructions on how install and use it).

Session Chairs' Welcome Event

Please join us for the Session Chairs' Event in Riverbank Room 1 or 2 (subject to numbers; for reference, please see <https://www.adelaidecc.com.au/wp-content/uploads/2024/07/Adelaide-Convention-Centre-Site-Plan-2024.pdf>) immediately after the Opening Reception on Sunday evening where we will welcome you to the Congress, thank you for your support with a light meal and refreshments, and inform you of some of the expectations on session chairs, as are included in this document. Please complete the online form to indicate your intention to attend this Event!

Before your session

Collect your printed Session Sheet(s) from the Conference Organiser's desk. This contains details of the talks/papers in your session(s), Presenting Author details including their submitted bios (please check) and other information.

Arrive during the immediately preceding break, 20 minutes before your session begins, allowing time to greet presenting authors and become acquainted with the room setup.

Introduce yourself to each Presenting Author upon their arrival (they have also been asked to arrive 20 minutes ahead) and confirm pronunciation of their name and other details as required. In some cases, the Presenting Author attending may be different to the name in the Session Sheet; please note this and include it in your session feedback.

Ensure that the presenting authors have quickly verified their presentation slides and looks as expected, including any fonts and video/audio. They should have already completed a set-up step in Speakers' Preparation Room when they uploaded their slides well ahead of the session, as has been articulated to them in the Presenting Author Guidelines.

Review the folder of presentations for the session on the laptop on the lectern to ensure it is complete. Take note of any pre-recorded oral presentations from online registrations within your session – you will be required to play these in the allocated time slot.

In case of A/V support, please contact Congress Organiser Ms Jackie Habis, AOG on +61 (0) 451 107 438, noting that there is not dedicated in-room support but that "floating" ACC A/V technicians will be nearby to rapidly attend.

Kindly remind the presenting authors of the time constraints and explain the warning system that you will use to signal their remaining time. Please utilise the "minute to go" signs that are provided on the lectern (5-minute, 2-minute followed by the finish sign). There is no centralised or in-room timing system. You may, therefore, wish to use a timer on your watch or phone. If you have a second session chair, these tasks can be shared.

Ensure all presenting authors are seated towards the front of the room and are ready.

Re-familiarise yourself with the order of presentations (refer to the Session Sheet or Technical Program in the App).

A sheet with any housekeeping announcements may be left on the lectern at the start of the session. We would appreciate if you could review that and announce anything that you feel needs to be reiterated to the presenting authors or delegates, along with any other notices/announcements that you may be asked to convey.

During the session

Introducing speakers

Briefly introduce each speaker by their name and a couple of items from their bio; do not read their presentation title, affiliation etc. as they will surely do that themselves. Delegates can view additional information via the Congress App.

Session timing

The 20 min presentation time listed in the Technical Program is to include your brief speaker introduction, the speaker's presentation (15 min), question and discussion time (3 min), and presenter transitions (2 min) at the conclusion of the talk. Use your watch or phone to time the length of each presentation and ensure to stay on track.

Please DO NOT change the order of presentations! If a Presenting Author does not show up, please make a note of this on the Session Sheet and the (online) Session Feedback Form (details provided in the Session Sheet). Consider using the time instead to engage the audience in a discussion on the general topic but please ensure that the next presenter starts on time.

Pre-recorded video presentations (Online Presenting Author registrations)

You will be responsible to locate and play any pre-recorded video oral presentations from presenting authors that are online registrations at the allocated time slot in the session.

Please monitor the App to see if the online Presenting Author is active at the time (subject to the time zone they are in). If there are questions from the audience, please try to submit these to the Online Presenting Author via App messaging using the chat board on a per session basis. Otherwise, please be prepared to facilitate a discussion in the room following the video oral presentation.

Question and Answers

Following each presentation, be prepared to ask one or two questions should there be no questions from the audience. Online delegates may also submit questions via the Congress App. Please ensure you are viewing the session in the App throughout the presentation to monitor and facilitate any questions received. Instructions for using the Congress App will be in and update version of this document, once the Congress App is available.

Session attendance

Please attempt to count the number of delegates in attendance during the session. Of course, this number will fluctuate as people join and leave the session; we just need a rough idea to confirm we planned accordingly or otherwise. Please also take note of any points about the room layout, acoustics, A/V, etc. for inclusion in the Session Feedback Form.

Immediately after the session

Session Feedback Form

Please complete the online Session Feedback Form (QR code/link in Session Sheet) as promptly as possible.

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Session Chair Frequently Asked Questions (FAQs)

Keeping time Each presentation slot is 20 minutes in duration: 15 minutes – Presentation 3 minutes – Q&A 2 minutes – Changeover Use watch or phone to keep presenters to time. Use provided cards to notify presenters of time left.	Changeovers Allow approximately 2 minutes between presentations. Encourage presenters to be ready to minimise delays.
If Time Is Running Short Shorten or conclude Q&A if necessary. Do not allow presentations to exceed their allocated time. Maintaining the published schedule is <u>critically important</u> to allow delegates to follow their preferred talks.	End of the Session Thank presenters and attendees. Finish at the scheduled time. Notify congress staff of any issues.

If you have any inquiries, please do not hesitate to contact conference@aomevents.com or for urgent enquiries during the Congress see the All Occasions Group team at the Registration Desk or call Congress Organiser Ms Jackie Habis, AOG on +61 (0) 451 107 438.

Thank you once again for your valuable contribution to the Congress!

Kind regards,

All Occasions Group – on behalf of the 55th INTER-NOISE Congress Organising Committee



Principal Partners



Congress App installation and usage instructions

To be confirmed in subsequent revision once the App is available.