GUIDELINES FOR SESSION CHAIRS

The Session Chairs have four key duties:

1. **Prepare for the session**
2. **Explain the safety instructions**
3. **Evaluate the presentations in your session**
4. **Manage the session**

Ad 1. Prepare for the session
An email with the presentations in your session will be sent to you. The email includes information on how to access the extended abstracts that will be presented. This can help you to prepare questions (see also "*Ad 4. Manage the session*").

NOTE: Please **do not** rearrange the timing or sequence of the presentations. Many delegates plan prior to the conference, which presentation(s) they wish to attend. Changing the timing of presentations could lead to unwanted disappointments. Please continue the session as in the time schedule and take advantage of the extra time to provoke discussion.

Ad 2. Explain the safety instructions
All sessions should start with the safety instructions. The instructions can be found on the chair table (HSE instructions).

Ad 3. Evaluate the presentations in your session
As session chair, you have an important role in identifying presentations that qualify for an award or that should be recommended for publication. The presentations are to be judged by the chairs by filling in the evaluation form (paper copy).

Ad 4. Manage the session
It is important to keep to the given time schedule as was mentioned in the email to you. For an oral presentation and some poster presentations the time slots are 20 minutes in total: 15 minutes presentation time and 5 minutes discussion time.
Most poster presentations have a time slot of 10 minutes.

- At the start of the session inform the audience about the following:
  - Safety instructions (available on chairman's table)
  - Taking photos or video during sessions is prohibited
  - Mobile phones should be switched to silent mode or off
- Start a couple of minutes before the indicated starting time with an introduction of the session's objective, presentations and give a short introduction about yourself.
- Before each talk, introduce the speaker.
- Manage the question time:
  - Always have a couple of questions should there be no questions from the audience.
  - Inform the audience that their name and organization should be mentioned before asking questions.
- At the end of the session thank the speakers and audience.
- In case of no show, please include this on the evaluation form.
- Hand the evaluation form at the end of the session to the host or EAGE staff onsite.