# Guidelines for Parallel Session Chairs

**Before the Session:**

- Your room will be open 20 minutes before the start of your session. You will find the computer and projector ready.

- It is advisable to load all the presentations of your session in a folder to avoid losing time between sessions and to make the transition between presentations smoother.

- Chairs will always be assisted by the organisers and the technical secretary. If you have any technical problems during your session, you should contact the support team who will be monitoring the correct functioning of the equipment in the rooms. There will always be someone identified at the entrance of each building who can be contacted in the event of any problem.

- The following material will be made available to you:

  o A pen drive with the room number. Please remember to leave it in the room so that it can be used in the subsequent sessions.
  o A written list of all submissions included in your session.
  o A highlighter pen.

**During the Session:**

- Please start on time. Introduce yourself, the session's title, and briefly explain the session format.

- Briefly introduce each speaker before their presentation

- Please be very strict with time management. We have encouraged authors in previous communications to prepare presentations not longer than 20 minutes, so that there is always time for discussion.

- Remember to highlight the name/names of the author/authors who give the presentation on the list you have been given (for example, if there are four authors for a paper, only highlight the name/names of the actual presenter/s). This list must be handed in at the information & check-in point which will be located at the entrance of the Colegio de San Ildefonso-Rectorado. Without this list, we will not be able to give the corresponding certificate of presentation if any delegate requires it.

- Make sure the next presenter is ready to begin as soon as the previous one finishes.

- **Discussion:** Please encourage audience members to ask questions. Have a few questions prepared yourself in case the audience is initially reluctant.

**End of session:**

- We kindly ask you to let the support team know that your session has ended and that you have left the room.

- Do not forget to hand in the list at the information & check-in point**.**

**Thank you for your support**