



## **INSTRUCTIONS TO SESSION CHAIRS**

This document provides information regarding the overall responsibility of the session chairs at the conference. Additional details of the session chair responsibilities will be provided during the speakers' breakfast. It is important that all session chairs attend the speakers' breakfast on the day of their session so that they can meet the speakers in their session and ensure that they have the necessary biographical information to introduce them. This will also allow the chairs to notice if a speaker might be absent.

The session chair should also ask presenters to upload and check their PowerPoint presentation at the Speaker Ready Room (Room 2102A) if they haven't already done so. Speakers should be at the room of their technical session 15 minutes before the start of the session.

The speakers' breakfast will take place in Room 206-AB on the 2nd Floor of the Convention Centre. On Monday and Tuesday the speakers' breakfast will take place between 6h45 and 7h45 whereas it will be between 7h15 and 8h15 on Wednesday.

### **Responsibilities of Session Chairs**

The main responsibilities of the session chair during the session are to manage the session with the following goals:

#### **1. To open the session with a very brief welcome indicating the session name.**

In addition to opening the session, the session chair will be responsible for introducing each speaker (maximum 30 seconds). The speaker introductions are to be limited to the name of the presenter and their respective affiliation only.

#### **2. To ensure the session stays on schedule.**

It is vitally important as a courtesy to all speakers and delegates that the sessions keep to the schedule in particular to allow delegates to move from one presentation in one room to another one in a different room.

One of the main responsibilities of the speakers is to properly prepare for their presentation, which includes ensuring that the presentation does not exceed the allotted time (15 min. in total divided as follows: 1 min. for the transition between speakers and the introduction, 12 min. for the presentation itself and 2 min. for questions). A volunteer will time the presentation and give a two-minute warning (yellow flag) to speakers at the eleventh minute when they are approaching the end of their time slot so that they can complete their presentation or adjust to ensure completion within the remaining two minutes. A red flag will be raised at the thirteenth minute (2 min. before the end of the time slot) and a black and white flag at the end of the 15 minute time slot.



Speakers who continue to present after their time has run out must be respectfully interrupted by the session chair and instructed to end their presentation. This might be the most difficult task of the session chair, but each speaker has a responsibility to ensure that every other author also receives his or her allotted time to speak. The local organizing committee of the conference asks the session chairs to be firm on this issue.

In case there would be one expected speaker missing, it is imperative to follow the program and wait for the following presentation. If possible, the chair is then encouraged to trigger discussions on topics related to previous presentations or to the session in general. In case that the last speaker of a session is missing, the chair can then either use that time for discussions or close the session.

### **3. To ensure a positive and respectful atmosphere during the questions.**

It is very important that the session chairs keep the questions on topic and ensure that the questions are respectful in nature. The organizers ask that the session chairs use their best judgment to handle the question period to ensure a positive atmosphere for all involved. Again the chair is responsible for keeping the timing of the question periods on track to ensure the schedule of the session is maintained.

**4. To encourage questions and discussion** by asking questions or providing comments, particularly when question periods drag out with little participation by the audience. One question will sometimes elicit others followed by a lively discussion.

### **For Further Information**

If you have any questions about the session chair responsibilities, please contact the respective technical chair (listed below) for the session you will be chairing.

CGS (Geotechnical)

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CGS (Cold Regions Engineering) and CPC (Permafrost)

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The conference technical program and other useful information can be found on the conference web site at [www.geoquebec2015.ca](http://www.geoquebec2015.ca).