

To: Nominated Session Chairs of Contributed Sessions (i.e. S24 to S29)

Guidelines for the Session Chairs of Contributed Sessions
(ICISE 2014)

The Program Committee of ICISE 2014 appreciates your kind support to the Conference as a Session Chair of the Contributed Sessions. You are advised to follow the guidelines presented below to ensure smooth running of the parallel sessions.

(1) Parallel oral presentation sessions are held in different presentation rooms. Please arrive at the correct session room at least five minutes before the start of the session. Information about the schedule and venue of sessions is available in the program book and updated information will be posted outside the presentation room.

(2) Before starting the session, please check if all the speakers are present.

(3) One minute before starting the session, please make the following announcements.

a) Each presentation has a time limit of 15 minutes, to be followed by a 5-minute question and answer period.

b) A signal will be given to the Presenter 2 minutes before the end of presentation, i.e. when 13 minutes have passed. The second signal will be given at the end of the presentation, i.e. when 15 minutes have passed, and the third signal will be given 1 minute before the question and answer session ends, i.e. when 20 minutes have passed. **Please adhere to the schedule strictly.**

c) When asking questions or making comments, please raise your hand and announce your name and organization.

(4) Before starting each presentation, please mention the presentation number (e.g., ICISE037), and give a brief introduction to the speaker and the topic of presentation.

(5) In case the speaker does not arrive at the venue in time, please cancel his or her presentation and declare the timeslot as a break. **NEVER bring the next presentation forward.** (The schedule for each presentation has to be strictly followed. Adhering to the schedule makes it possible for the audiences to attend the presentations that they have planned according to the schedule.

(6) Give a big hand to the Speaker at the end of the question and answer session.

Program Chair, ICISE 2014