

# CHAIR INSTRUCTIONS IUPAC | CHAINS 2023

Instructions for chairs of parallel sessions:

- To prepare for your session, we suggest that you take a look at the abstracts of the presentations in your session. Abstracts can be found in the conference app and in the [abstract book](#) on the website.
- Chairs should be close to the stage and ready for the session at least 10 minutes before the scheduled start of your session, come to the podium/front of the room in the meeting room to meet the speakers of your session.
- There will be seats and a table for session chairs on the podium and in some rooms a monitor displaying all speakers' slides. Please stay on the podium during the entire session. Please note that set up of the room differs depending on the size of the meeting room.
- At the beginning of the session, identify yourself and give a short introduction on the session and speakers.
- One of your essential tasks will be **timekeeping**. Presentations and sessions should start and finish exactly as scheduled. Lecture slots in the program always include a few minutes for discussion with audience. The net speaking time for each **invited speaker** is therefore 5 minutes less than the timeslot depicted in the program. And for **oral speakers**, 3 minutes. Please take note in the program who is the invited speaker as they are not always the first presentation. Do not allow any time overrun and do not hesitate to interrupt a presenter who has used up his/her time. The discussion with the audience will take place at the end of each presentation.
- Please prepare a few questions in advance you could ask as a chair to avoid that there will be no questions during the Q&A. You could use the [abstract book](#) to prepare these questions.
- All presentations will be loaded on the projection equipment in the meeting rooms by the meeting organizers. Speakers will be able to operate their slides from the lectern (bigger rooms) and will receive the necessary instructions from our AV staff on-site.
- AV technicians will be in the meeting rooms throughout each session to resolve any technical problems. Just ask for help via the microphone if needed. For smaller rooms there is 1 technician on 3 rooms, please ask the volunteer of the room to ask for help.
- At the end of your session, thank the speakers and announce the next program item as shown in the session script.
- Chairs of sessions are requested to give a little book and stroopwafels to all **invited speakers**. The names of the speakers who will receive a book will be written on the packages.