



CHAIR GUIDELINES

Before the session

Check on the screen in the **Speaker Ready Room in Magritte Office on Level 2** of the Square – Brussels Convention Centre whether all speakers have checked in their presentation (or ask the room attendant for information). Should they not have done so, please make sure they will do so.

Speaker Ready Room - Opening times:

Sunday, October 21, 2018	10:00-16:00 (<i>Sunday sessions only</i>)
Sunday, October 21, 2018	16:00-21:00
Monday, October 22, 2018	08:00-19:00
Tuesday, October 23, 2018	08:00-19:00
Wednesday, October 24, 2018	08:00-19:00
Thursday, October 25, 2018	08:00-13:00

Show up **10 minutes before** the session begins and confirm your presence to the room attendant.

Identify the speakers and discussant(s) in advance and introduce yourself.

Remind each presenter of the **time limits** that apply, and describe the method you will use to alert them of time limits during the actual presentation.

During the session

At the start of the session, introduce yourself to the audience, announce the session/title and offer very brief overview indicating how the talks are related.

Prior to each talk, introduce the speaker with very brief comments regarding the affiliation and/or background of each presenter.

Q&A: Speakers are asked to leave 2-3 minutes at the end of their dedicated talk time for questions & answers. If the speaker finishes early enough, please ask the audience for questions without forgetting to keep the time.

During the presentations enforce time limits strictly so that no author (or audience member) monopolises someone else's time.

Thank you for your participation in the programme of EANS2018!