

Dear IPS Session Chair,

Most of you are seasoned session chairs, and a lot of this should be second nature, but please save this on your electronic device of choice and read through it during your long flight!

One of the most important points is our tight schedule and remembering that the speakers' times **INCLUDE** questions and answers time (5 min. for 30 and 20 min. talks). There will be no time for discussion for lightning talks (5 min.).

BEFORE THE SESSION

- Decide how you and your co-Chair will run the session. It is important that both Chairs share the limelight
- Check the programme for any changes to speaking time or order of speakers (see programme binder on the chairs' table)
- Meet the speakers
- Ensure their presentations are loaded 15 min. before session starts
- Know their affiliations (see programme binder on the chairs' table)
- Check pronunciations
- Stress the importance of adhering to allocated times
- Remind them that the times indicated **INCLUDE** questions and answers time
- Meet the technician who will be there to assist; familiarise yourself with the A/V equipment and check that the speakers are familiar with the equipment
- Wear a cowboy hat if you want to!

CHAIRING THE SESSION

- Ensure the 'Session slide' is displayed at the start of the session (JB will help out here)
- There will be a microphone for you and the speaker as well as a roving microphone for the other co-Chair
- Introduce yourself and the session
- Keep strictly to time (use provided timer)
- It is essential that Chairs ensure that speakers adhere to the published timetable so that there is plenty of time for Q&As
- Ensure that delegates asking questions use the microphone
- Thank each speaker

These instructions are also available at <http://www.ips2017.org/abstract.html#Chairs> and (click the download icon)

Look forward to seeing you in a Banff.

Joanne, Jean-Bernard, and Chris