WCTRS/WCTR
Current Operating Practices
2021

APPENDIX 10

Appendix 10

Note for Oral Session Chairs

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Session Chairs must complete the Session Chair Report Form and return it to the Registration Desk of the conference. The Session Chair Report Form is attached to this note. Pre-registered Session Chairs will also find the report form in their registration materials. You can also go to the Conference Secretariat to pick a form there.

- The Session Chair Report Form is of major importance because we need the confirmation that a paper has been presented at the conference. Otherwise, it cannot be included in the Selected Proceedings (Transportation Research Procedia).

Prior to the session start:
- Please go to the room prior to the session to check whether all presentations have been submitted. Presentation slides will be pre-loaded to the computer in your session room.
- Take 5 to 10 minutes prior to the session to familiarize yourself with lighting controls, computer, laser pointer, slide controls, microphones, and the general layout of the room (viewing angles, doors, noise, etc).
- If there are any issues, please advise the conference staff.
- Check if all speakers are present and make any necessary introductions.

Start of the session:
- Announce the title of the session.
- Introduce yourself.
- Explain the rules: Presentation time 15 min (warn at 10) + 5 min for questions. Every presentation must be exactly as scheduled.

During the session:
- Kindly introduce the presenting author and the title of each presentation.
- Keep control of the session time. Warn the speaker around 5 and 2 minutes before time in a non-intrusive way, e.g., using a sheet of paper with "5 min" and "2 min". If needed ask the speaker to conclude.
- In case you allow presenters to speak longer and to encroach into time dedicated to questions, you should defer questions to private discussion.
- Monitor noise etc. and interfere, as necessary, to allow a good presentation atmosphere.
- Some conference participants may switch between sessions to join specific presentations. Therefore, presentations should start as scheduled. If a speaker does not show on time for his/her presentation, the next speaker shall not begin the presentation until the scheduled time. Session Chairs may fill the time before the next presentation starts by allowing more questions or initiating discussion on the subject of the session.
- During Q&A times, ask attendants to state their name and affiliation before posing their question.

After the session:
- Hand out the Certificate of Presentation to the presenters. The Certificates are provided to Sessions' Chairs at the registration desk, together with their registration material.
- Inform the WCTRS secretariat, the responsible SIG chair, or the VC-Conference of any non-attendance. Please return any Certificates of Presentation which were not given to the presenters.