Information for session chairs at ICA 2019

Dear session chair,

Thank you very much for chairing a session at ICA. Please find some important information in this leaflet.

Schedule

Please arrive at the lecture room in time (at least 15 minutes before) and ensure that all speakers are present. You will find an overview of the speakers in your session in the App: http://app.ica2019.org/ and in the Program book. We recommend using the App, as cancelled lectures are marked and the latest changes have been included in it.

It is necessary that the timing is exactly observed in order to keep the synchronous starting times of the parallel sessions, so that participants can change lecture rooms between the sessions.

Hence, also the first lectures after the coffee breaks have to start at the correct time. If a lecture has been cancelled without replacement or if an author does not show up, it is required to insert a break of 20 minutes, or you may initiate a technical discussion with the audience. Subsequent lectures should not be brought forward.

Every speaker has exactly 15 minutes for his/her presentation, followed by 3 minutes for discussion and a 2-minute break. These times are signalized by automatic timers: They show the remaining minutes, and they give an acoustic signal as soon as the lecture/ discussion/ break time is over. If a speaker has not finished his lecture within the scheduled time of 15 minutes, you have to ask him/her to terminate quickly (or you must break off the lecture).

The 3-minute discussion after a lecture is an essential part of the conference. If there are no questions from the audience, please pose at least one question to the speaker.

Technical equipment

In each room, lectures are presented from a laptop connected to a projector and a sound reproduction system.

Before your session starts, please ensure that all speakers have copied their presentations to the laptop (via the media check-in or directly at the local laptop) and that they have tested them. In case of problems, you can ask the technical assistant who is always present in the lecture rooms.

Please remind the audience that it is not permitted to take photos of the presentations or film them.

Posters

Please announce the upcoming poster sessions clearly (Tuesday and Thursday at 15:40 – 16:20, Wednesday at 15:20 - 16:00).

In case of further questions, please ask at the conference office.
We wish you a successful session and thank you very much for your cooperation!

Your ICA 2019 organizers