Guidelines for Session Chairs

1. Please take the list of presentations for your session at the Conference desk.

2. Please meet the speakers 10 minutes before beginning of the session.

3. The nominal length of presentation is limited to 15 minutes including questions.

4. Please take care that the session should start and end at correct times as indicated in the Program.

5. Please **circle** the code of the presented paper, underline the name of the speaker and **cross** the code of the paper that has not been presented.

6. When the session is finished please sign and return the session list to the TPC Chair (or Secretary).