



INSTRUCTIONS FOR IWC SESSION CHAIRS

PRIOR TO THE CONFERENCE

1. **Review Papers and Reports**

You are responsible for reviewing all of the papers in your Session. Discussion Leaders and IWC Representatives will also receive a copy of the papers and are asked to call you with their comments. Papers should not be sent to their Discussers for review until you are satisfied they meet the quality standards of the IWC. Upon receiving each paper, you have **TWO WEEKS** to review it and send comments to the author. If this is not completed in this time frame, the paper will be considered satisfactory and sent to the Discusser. When communicating with the author(s), please copy the Session IWC Representative. *The IWC strongly discourages commercialism in the Technical Program. All authors have been asked to minimize such commercialism particularly in terms of not using trade names, but rather in using generic chemical names. Your cooperation is necessary in maintaining our high technical standards.*

2. **Review Slides**

The authors are instructed to send a copy of their slides directly to you. Again, it is essential to review the slides as soon as possible so the authors have time to change them if necessary. If you do not receive the slides by the deadline, please call the author to remind him/her that the slides are due and part of his/her commitment.

3. **Review Discussions**

You will receive a copy of each discussion (for papers in your session). Please read the discussions and give your comments to the Discussion Leader as soon as possible so that he/she can convey them to the Discusser in a timely manner.

AT THE AUTHORS' BREAKFAST

1. **Introductions**

Please make sure everyone at your table has been introduced. Take this opportunity to gather any more information you need for introductions at the session.

2. **Procedures**

Review the procedure of the session, and tell your presenters how they will be introduced, where to sit prior to speaking, and please remind everyone that it is very important to speak into the microphone as clearly as possible

3. **Time Limits**

Emphasize the time limits in the Session. There can be no deviation from these limits because of the concurrent sessions. Attendees will expect a presentation to start at the time listed in the schedule if they are moving between Sessions.

Paper: **25 Minutes.** The presentation will be followed by a 10 minute Prepared Discussion then 5 minutes for the Authors' Closure. There will then be a 10 minute Question and Answer session from the floor.

Report: **20 Minutes.** The presentation will be followed by a 10 minute Question and Answer session from the floor.

4. **Preview the Slides**

Remind the authors and discussers that there is a Press & Ready Room they should use to review their slides. All slides should be given to the AV personnel just prior to the session.

BEFORE THE SESSION

1. **Equipment Check**

While every effort is made to ensure that all equipment is in working order, please check to make sure the light pointer and microphones are working. Become familiar with how the lavalier microphone should be attached and worn by those who wish to use it. Any problems or mechanical failures should be reported to either the AV technician or the IWC Registration Desk.

2. **Announcements**

Please check the table at which you will be sitting to see if there are any special announcements you will need to make.

AT THE SESSION

1. **Order of Papers**

While it may seem convenient or appropriate, please do not rearrange the order of the papers.

2. **Introductions**

Session Chairs are asked to give a brief 5-10 minute introduction to the topics discussed within their session. This will act as an intro for those in the session that would not otherwise be knowledgeable about the subject matter. Introduce yourself and the subject of your session. Introduce the Discussion Leader. He/she will review the floor discussion procedure for the benefit of the attendees.

3. **Timer**

It is suggested that you set the timer for each paper, discussion, closure, and floor discussion. If necessary, verbally inform the author when the allotted presentation time has expired.

4. **Coffee Breaks**

A coffee break has been scheduled during all but the Monday morning sessions. Timely release of the attendees for the coffee break is essential. It will be helpful to remind the attendees of the time allotted for breaks (indicated in the program), and that you will start the session immediately after that time, regardless of whether or not they have all returned.

5. **Attendee Count** Please try to approximate the number of attendees in your session, indicating any notable fluctuations from paper to paper (please note this is only an approximation). At the end of the session, please report these counts to the IWC Registration Desk.

6. **Conclusion**

At the end of your session, please thank the presenters and the audience. Remind them of the starting time of the next session or event.

QUESTIONS REGARDING THE ABOVE INSTRUCTIONS SHOULD BE DIRECTED TO:

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