

Instruction to the Session Chairmen

1. Fifteen minutes before your Session is due to begin; please assemble in the Mirror Hall. This will enable you to meet the Session Speakers.
2. Please check:
 - name of authors presenting the papers,
 - titles of the papers as in the Programme.
3. Organize the time of the Session for presentation of papers and discussion. Remind the Speakers the time allotted for their papers.
4. At the beginning of the Session:
 - welcome participants,
 - explain briefly the topics covered by the Session,
 - explain how the time is divided between Speakers and the discussion.Do not take more than a few minutes to do all that.
5. Before each paper introduce its title and the name of the Speaker.
6. After each paper allow one or two questions, according to the possibilities and the time available. Leave certain time after all papers for further discussion.
7. Observe strict time limits for the papers and for the Session.
8. The aim of discussions is not only to clear up several questions but also to involve as many people as possible. For that reason:
 - distribute adequately time allotted for discussion,
 - reserve time for replies from the Authors,
 - ask each contributor in the discussion to state her or his name.
9. At the end of the Session:
 - try to formulate some conclusions or general observations,
 - thank the Speakers, the contributors to discussion and all participants,
 - close the Session.
10. Keep good humour at any circumstance !

During the Session you will be assisted by a Co-Chairman and the Members of the local Organizing Committee will be ready to help in any technical difficulty that may arise.

Instruction to the Speakers

1. Let a local Member of the Organizing Committee know well in advance if you need any assistance in presentation of your paper.
2. Please verify that:
 - your pendrive or CD or your computer are well in place and ready for presentation
 - your slides in Power Point are properly identified and are in the correct order and position,
 - the CDs and slides are handed over to the projectionist before and collected immediately after the Session.
3. Ten minutes before your Session is due to begin, please assemble in the Conference Hall. This will enable you to meet the Session Chairpersons and other Speakers. Please, identify yourself to the Session Chairpersons and confirm the title of your paper. Take front seats in the Hall, this will accelerate the presentation of consecutive papers and will make your interventions in discussion better audible.
4. The time allotted for each paper will be indicated by the Session Chairpersons: appr. 15 - 20 minutes. Please help them with the timing - if you exceed your time, this will have to be at the expense of someone else.
5. Please, say clearly your name before contributing to a discussion.