GUIDELINES FOR PODIUM SESSION CHAIRS
May 30, 2018

Each parallel session has a session chair. The main responsibility of the chair is to control the timing of the session so that all of the presenters have full use of the time slots allocated to them. It is very important that the session starts and finishes on schedule.

During the CDIO 2018 Conference, the chair of each Podium session is one of the presenting authors in the assigned session, and the chair's own presentation is scheduled to be the last one.

Before the conference

- Please study the guidelines for Podium presentations on the conference website (www.kanazawa-it.ac.jp/cdio2018/en/authors_eng.html). It is important to be familiar with the guidelines so that you may advise others if needed.

- The timing of each presentation is determined by the track. If your session topic is not ***Advances in CDIO*** or ***Engineering Education Research***, then all of the papers in your session are either ***CDIO Implementation*** or ***CDIO Projects in Progress*** and have a shorter presentation time. This time includes the session chair's introduction of the speaker, the presentation itself, and the Q&A (questions and answers).

- Presentations will take place in classrooms equipped with a computer connected to a digital projector and an audio system. Technical staff will be available to assist you and the other presenters if needed.

- Please study the latest version of the session schedule on the conference website (www.kanazawa-it.ac.jp/cdio2018/en/program_eng.html) and be prepared for the start of your session at the allocated time.

- If you have any questions, please do not hesitate to contact the Program Committee via email at cdio@kanazawa-it.ac.jp.

During the conference

- Please check the session schedule once more on the morning of your assigned presentation. Updates to the schedule will always be available on the Information Board. In addition, electronic versions available on the conference website as well as the conference app will be updated regularly.

- Find the room where your session will be located in advance so that you can easily reach it during the break that precedes your session.

- Be present at least 10 minutes before your session begins so that the other presenters can find you when they arrive.

- Following the guidelines for Podium presentations, the presenters should all introduce themselves to you before the session begins. This is a good opportunity to learn their names so that you may properly introduce them before their presentations.

- At the beginning of your session, please introduce yourself and the session topic. Then you should introduce each of the presenters at the start of his/her presentation.

- As the person responsible for ensuring that the session runs strictly on time, you should inform each presenter when there is only 1 minute left of the allocated time. Furthermore, the presenters should understand that you will ask them to finish if their presentation runs too long.

- Please be prepared to lead the discussion session that takes place in the remaining time after all presentations have completed. This may include the proposal of discussion questions related to the session topic, or simply opening up the floor for additional comments/questions that could not be said during the individual Q&A times. While lively discussions are certainly welcome, please be sure to conclude the session in accordance with the scheduled time slot.

- If your session is scheduled with fewer presentations than specified by the track, it is possible for the session to end before the scheduled time. It is also possible to allow the presenters more time as long as the total time of the session is not exceeded.

- If a presenter is missing, do not hesitate to move on to the next presenter. Late presenters should not be waited for. Introduce the next available presenter and allow him/her to use the time of the missing presenter. In this case, the session can end before the scheduled time, or the presenters may be allowed more time as long as the total time of the session is not exceeded.