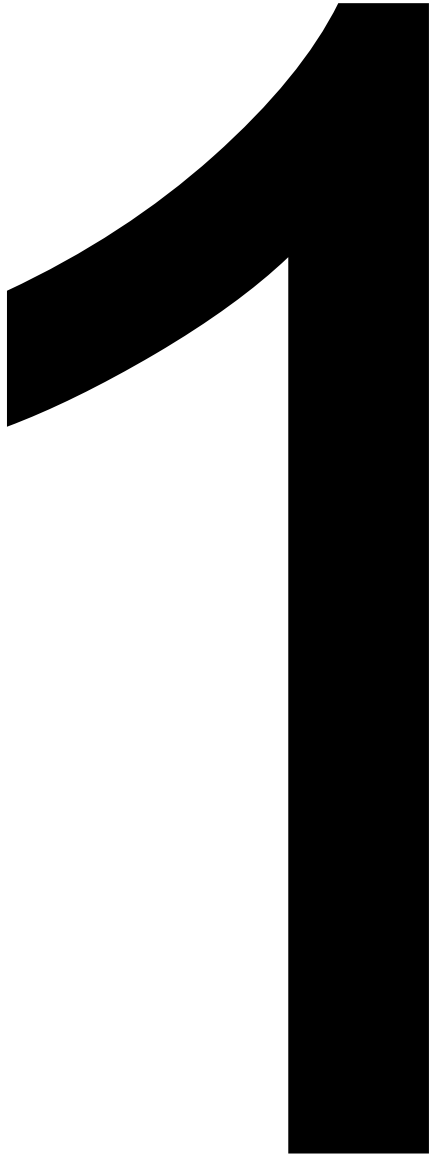


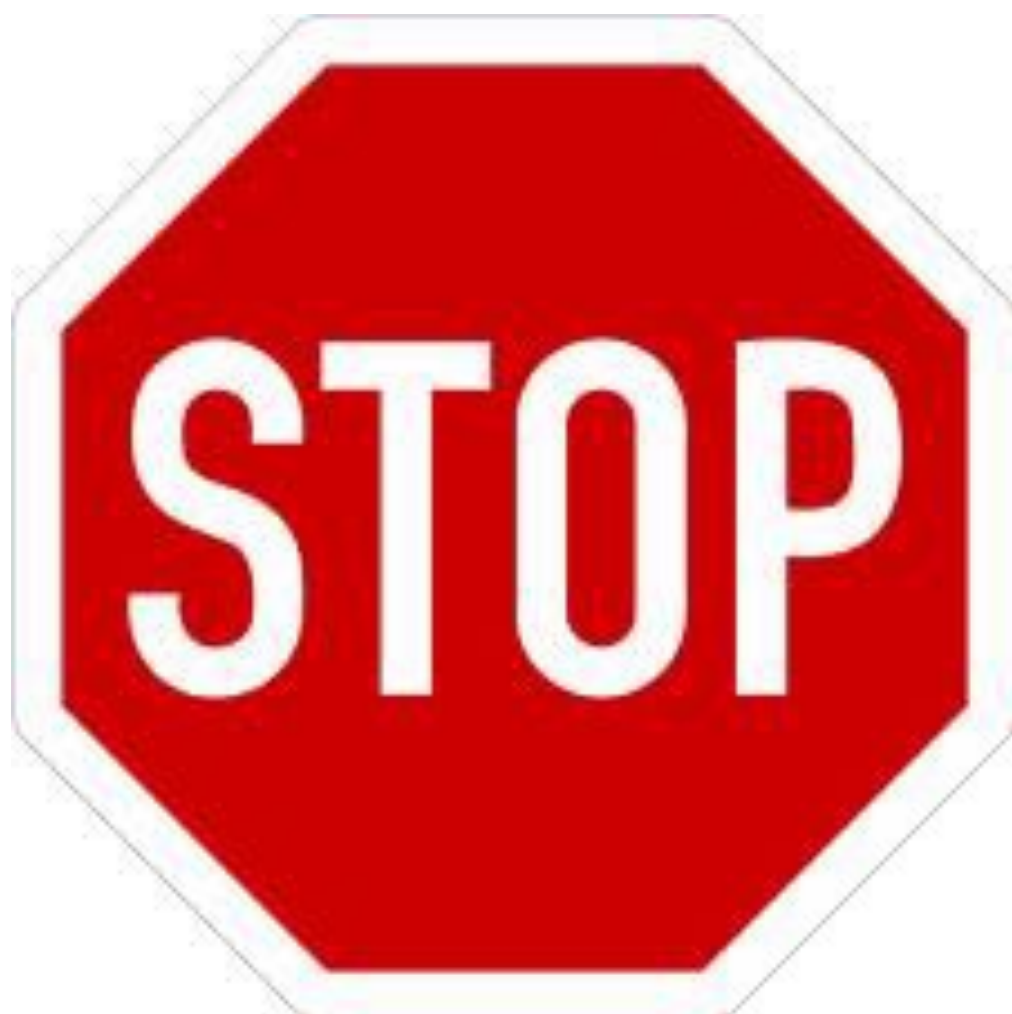
Medinfo 2013 Session Chair Guidelines

1. Please check your session assignment for the day and time and venue. The list of session chair assignments can also be found on:
<http://person.hst.aau.dk/ska/MEDINFO2013/Program/ChairList.htm>
2. Once in Copenhagen, please check the online program again, to make sure that there are no last minute changes to the program. All changes in relation to the printed program (equivalent to the web-program version 1.3) can be found on:
<http://person.hst.aau.dk/ska/MEDINFO2013/Program/CorrectionToPrintedProgram.htm>
3. Please go to the room at least 10 minutes before the session begins and introduce yourself to the speakers in your session. It is mutually beneficial to verify the presenting author's name and pronunciation. The speaker has to decide if the presentation should be available on the post conference web. The technical staff has a form for each presentation to be signed by the presenter.
4. Please make sure that speakers have downloaded their presentation slides on to the computer in the room or connected their laptop computer properly to the LCD projector, which assures smooth transitions between the presentations
5. Please note each session is exactly 90 minutes long. Papers are allotted 18 minutes each; and authors have been instructed to keep their talks to 14 minutes, leaving 2 minutes for questions and 2 minutes for switch-over.
6. Please start the session promptly at the appointed time. It is welcome and appropriate to introduce yourself quickly to the audience as the session chair with your name and affiliation. Please introduce each speaker by name and affiliation, and announcing the title.
7. Please advise the presenting authors to speak clearly into the microphone. In case of a lavalier microphone (which is placed on the collar of the speaker), make sure it is attached on the side that the speaker is turning the head to when looking at the slides.
8. Please make sure that the speakers keep strictly to the schedule. It would be helpful to remind the speakers how long they have left in their presentation (e.g., putting up 5-minute and 1-minute warning signs with large and prominent fonts.). [For your convenience we have attached some signs at the end of these instructions, which you may print out prior to the travels or hold-up on your mobile device \(if applicable\).](#)
9. You will also need to direct and time the questions asked after the presentations. Please remind the speakers to repeat the question, so that everyone in the room can hear what was asked. If there are no questions at the end of a presentation, please ask a question yourself. If the presentation generates many questions, please suggest that the conversations continue after the session.
10. If a speaker does not show up, please continue with the next speaker.
11. If for any reason you realize that you are unable to chair the session, please contact us or someone from the local organizing committee immediately so that we can arrange for a replacement.
12. If you have any questions, please contact the Scientific Program Co-Chairs at spc@medinfo2013.dk

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