



I3M Sessions: Guidelines for the Session & Track Chairs

Dear Chairman, you are a precious resource for I3M and a selected person in M&S Community due to your chairmanship and your leadership; by chairing a Session you are enriching the Conference Quality and providing added value to the authors and to the Audience of I3M Multiconference (EMSS, HMS, MAS, IMAACA, DHSS or I_WHIS); for any issue or problem related to the program please check with your Track/Conference Program Chair or directly with the I3M Program/General Chairs; a **I3M Conference Desk** is available at the entrance for providing you information as well as support, in addition usually each Conference Room have an assigned **Liophanters** (Young Liophant Simulation Researcher): these are resources devoted to help you in technical and organizational issues in case of problems. Therefore please note that as Chair you have to take care directly of several jobs during your I3M session. To keep things moving smoothly, make a point to **arrive to the room early, at least 10 minutes before the Session starts**; please verify that room equipment works properly, identify all the Presenter/Authors in the room and check that their presentations open properly. Become familiar with the lighting so that it can easily be dimmed during the presentation for best viewing and raised between presentations to facilitate people moving into and out of the presentation hall. In the Session Room you find copy of this **I3M Session Report Form**, please fillup it and, at the end of the session, deliver it at I3M Conference Desk or at a Liophanter in the Room. **You are Responsible to Start and Close the session**; be sure to respect time schedule therefore you are expected even to check the time and to welcome people and ask them to take a seat so that the session can start on time; be prepared to delay 1-2 minutes the starting in case of empty room.

As **Session Chair you have to introduce each speaker and keep the session on track**. Please **check the time schedule for each speaker and guarantee their time slot respect**; each conference room is provided with **Alert Card** (regular, 3 minutes left, time out), you will have to use them or to inform directly the speakers that the time is running up; when time is exhausted please stand up and ask the audience about questions; the presenters should respect their time slot especially for guarantee to all the authors proper value for their presentation.

The following I3M Session Chair Checklist provides you guidelines for managing successful the your I3M session:

- If you meet your Session Speakers in advance, please ask them to arrive early for the session for testing the presentation.
- Arrive in the room early and check room equipment such as beam projector and computer availability
- Familiarize yourself with room equipment. You are in charge for adjusting lights, doors and conference room in general to face problems (i.e. plug problems, noise from outside, too much light), so act quickly.
- Ask and use the technical support (i.e. Liophanter) if you need them
- Please check in the room before starting the session to find each of your Session Presenters; introduce yourself and ask for bio/affiliation and additional info for properly present them (i.e. name, affiliation, correct pronunciation, etc.)
- Inform the speakers about the time allowed for their speech and about the necessity to respect it strictly

- Strongly encourage your presenters to check the equipment before the session; but pay attention that each one have time to make test/checks and that nobody monopolize the equipment for just himself
- Pay attention while speakers test their presentation to what each one looks like in term of number of slides. So if they will be running out of time during the session, you'll have an idea for how much of their presentation they have left.
- Invite your speaker to attend the entire session; in fact sessions are planned as a cohesive set and it is wonderful when presenters refer to related items in previous presentations
- If speakers are missed please check with I3M Registration Desk (i.e. give their title/names to the Liophanter in the Room) to see if they registered/arrived; if they are still missed just address a couple of open calls when time is up and if nobody show up just cancel it; if you feel confident and you likes, it could be great for you, as Chairman, to open a public discussion on the paper subject with the session audience and other speakers for its entire time slot, therefore be sure to be able to manage it properly
- Open the session with a short Introduction (1-2 minutes) referring to its topic and to I3M Conferences
- Please fill up progressively the I3M Session Report Form and deliver it at the I3M Desk/Liophanter after the session ends up
- Please introduce each speaker, quickly, by using name, affiliation and subject of the speech
- It is critical for the Session Chair to keep the session on schedule. In a session of 90 minutes with 5 speakers, each presentation have a maximum time slot of 15 minutes for the presentation plus 3 minutes dedicated to Q&A (Questions and Answers) and speaker change. If the presentation uses the Q&A time, simply ask the presenters to address questions outside the presentation hall.
- At the end of each presentation, please THANK THE PRESENTER! Recognize their efforts. Then open the floor for questions. As the Session Chair, please make certain that the speaker repeats the question if the questioner didn't have a microphone when asking. Many times the presenter's answer is completely out of context without the question.
- Sometimes the audience is reluctant to ask questions - be prepared with a question yourself to get the dialog going! So please follow each presentation and prepare in advance AT LEAST A QUESTION.
- During Q&A ,stay alert to the time remaining and feel free to ask the presenters if they could address additional questions outside the presentation hall or during the break.
- After the last presentation, please THANK THE AUDIENCE! Close the session providing information about follow up such as next related sessions in this track/workshop/conference and/or coffee break/lunches/dinner.
- Please note that each Conference room is provided with a beam projector for being connected to computers by VGA, the conference room size usually don't requires microphones, if you feel this is a problem please check it with I3M Organization, but never approach hotel resources directly; laptop and computers are not installed in the room, even if probably many ones are available, by chance, among session attendees and authors; if you have a computer it is recommended to bring it with you; please note that computer presence is not guaranteed by the organization and you are responsible to have at least a computer in the room, so contact I3M Organization if you feel there are potential problems on this issue
- Take a look into the I3M Sessions: *Guidelines for the Paper Speakers* and Authors available on the web site
- Please Inform the I3M Organization of any problem you encountered and/or about possible improvements



I3M20__

I3M Session Report Form

Conference EMSS / HMS / MAS / IMAACA / DHSS / I WISH / SESDE / ____

Day Wednesday / Thursday / Friday / _____

Timing 8:00-10:00 / 10:30-12:30 / 14:00 – 16:00 / 16:30-18:30 / 18:30-19:30 / ____

Session Title: _____ Chair(s): _____ My Email: _____

Room: Prater 1 / Prater 2 / Prater 3 / Prater 4 / Messe 5-6 / Messe 4 / ____

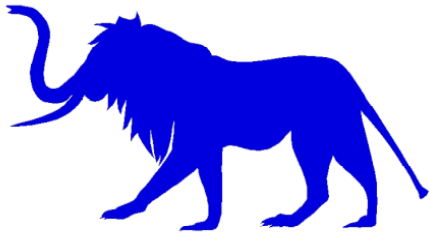
Number of Attendees at Session Start and End (including Chairman and Speakers): ____ / ____

Notes: _____

Description	Code (i.e. HMS_23)	Done Correctly [Yes] not Show [No]	Reference Minutes to Start to From To	Effective Time at Start Starts	Effective Time at Presentation Ends	People in the Room (including Chair/Speakers)	Number of Questions	Scientific Quality [0-9]	Impact on the Audience [0-9]	Presentation Quality [0-9]	Originality [0-9]	Overall [0-9]	Name of the Speaker effectively delivering the presentation and Notes
Session Opening			1										
1st Paper			18										
2nd Paper			37										
3rd Paper			55										
4th Paper			73										
5th Paper			92										
Closing Session			115										

Please Provide Your Evaluation by grades moving from 0 (very poor) to 9 (very good)

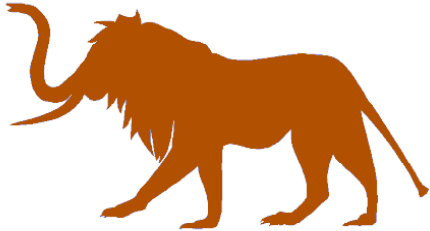




Welcome to I3M



Print and Cut here to prepare your own I3M Alert Cards



**3 Minutes Left!
Go to Conclusions**



Print and Cut here to prepare your own I3M Alert Cards



Time Out!

