

## Instructions for the Chairpersons

Chairpersons should be present in the conference room of their session at least 10 min before the beginning of the session.

Each conference room is managed by a technical staff that helps to solve technical problems occurring during the session and hand out the microphones in the audience during the discussions.

Please check the presence of all the speakers scheduled for the session before the beginning of the session. You are in charge of keeping scrupulously the schedule so that participants can shift from one room to the other. You are also in charge of animating the discussion following each lecture. If necessary you can skip or shorten the discussion.

If a speaker is absent, please do not advance the following talk. You must make the audience wait until the next presentation, as defined in the initial program, by suggesting a discussion of earlier presentations.