



# 38<sup>th</sup> International Pyrotechnics Seminar



## Guidelines for 38<sup>th</sup> International Pyrotechnics Seminar Session Chairs

On behalf of the technical scientific and organization committees of the 38<sup>th</sup> IPS, we would like to thank you for chairing a session at this conference.

Please, find the following guidelines to help in moderating in your session.

### **General Guidelines:**

- It is up to you to decide with your co-chair (if any) the way to share the chairmanship of the session.
- For up-to-date programs, please, consult the updated version displayed by the organization committee.
- **Prior to session:**
  - Please, meet with co-chair and the speakers in your session at least 20 minutes before the start of the session.
  - This is to ensure that all presentations are uploaded and co-chairs have received the brief biographies of each speaker.
- **Opening of session:**
  - Please, introduce yourself with a very short introduction and announce the session title.
  - Make any announcements about changes in program.
  - Kindly request that all cell phones be turned off.
- **Presentations:**
  - Introduce the speaker shortly, giving name and affiliation, position, but not full CV.
  - Please, ask for questions at the end of presentation; a microphone will be available and questioners should provide name and affiliation
  - After the discussion, invite the next speaker to come up and introduce him/her.
- **Closing of Session:**
  - After the last discussion, please announce that refreshment/coffee will be served.
  - Make any administrative announcements
  - Give the time, title of the next session in this room.
- **Timing:**
  - Stay on schedule
  - Presentation should be 15 minutes with 5 minutes discussion
  - Be strict with speakers and do not allow them to run-over their allotted time