

## AMMCS-2013: Instructions for Session Chairs

- As a chair person you are asked to be present in your session at least 10 minutes prior to the session. It is important that the sessions stay on schedule and that the order of presentations given in the program is adhered to, so that those who wish to come in to listen to a certain presentation are able to do so.
- In the beginning of a session, see that all presenters have arrived, remind them the order and time of presentations and ask them to stick to the schedule. **If a presentation is cancelled, you may either use the time for a general discussion or take a break.**
- A minimal introduction of a speaker by a session chair would include the names of the co-authors of a paper, their affiliations, and the title of the paper. Session chairs may include additional introductory information at their own discretion.
- In order to assist us in fairly awarding the Student Prizes, we kindly ask you to complete the Student Prize form as attached to your folder.