

Session chair responsibilities

Please ensure that someone will be there to chair the session. If none of the Session Organisers are available, please ask your Stream Leader to help find someone to chair the session.

6.1. Pre-session

- Check the room for your session, and be sure you know how to get there
- Check the authors and titles of papers in your session
- If you know the authors, please contact them and ensure that they load their presentations up at Speakers prep before the session
- If you know that a presenter will not be able to present, notify the conference organisers (via modsim2025@mssanz.org.au) as soon as you can after the session
- Arrive early (at least 15 minutes) at the session to meet the authors and to give them a briefing on how the session will be run
- Verify that the authors are present and that their presentation is loaded

6.2. During the session

YOU MUST KEEP TO TIME

- Bring the session to order at the correct time and ask all attendees to be seated quietly.
- Welcome the audience, introduce yourself and provide the Session Title
- Inform all attendees that presentations will be 15 minutes, with 4 minutes for questions, and a 1-minute changeover
- Introduce each speaker, list their affiliation/s, and give the paper title
- Provide a 2-minute warning at the 13-minute mark of the talk
- If speakers go past 15 minutes, ask them to swiftly conclude their presentation
- Do not allow speakers to go past 19 minutes. In fairness to all other conference participants, ask them to cease talking and leave the podium at the 20-minute mark.
- **Do not adjust the time schedule for short presentations or no-shows. If a talk is under time, bring conversation back to any points that may have been foreshortened previously and wait for the official scheduling of the next talk.**