

Guidelines for Chairpersons

1. Locate your session room in time. You must be in your session room at least 15 minutes prior to start of the session, and start the session on the time at all cost.
2. Please don't wait for your name to be announced. Be on the dais of your own after the conclusion of the previous session.
3. The chairpersons of a session should ensure smooth timing of the session and see to it that the session must finish in time.
4. The list of papers that are not presented after acceptance in your session should be handed over to the Honorary Secretary.
5. Speaker should strictly observe time allotted to them.
6. Discussants should not speak without permission; they should first clearly state their name, institution and country of origin.
7. The audience need sufficient time to change room in between session therefore the chairpersons must see to it that speakers don't exceed their speaking time. For this purpose timer is displayed during the lecture in the session hall.