

ICARCV 2004 Interactive Session Chair Guidelines

Please follow these guidelines to ensure the success of your session.

- 1. Please check the time and room assignment of your session.**
- 2. Plan to arrive at the assigned room 15 minutes before the starting time of your session to meet the co-chair serving with you and the student helper assigned to your session.**
3. Each paper will be provided a board about the size of 100cmX90cm for displaying the paper. Please ask each presenter to follow the board number assigned. Presenters are to put up their papers 10 minutes before the starting time of the session.
4. Please remind presenters to stand beside his paper during the entire period of the session.
- 5. Please record papers that are not presented.**
- 6. All cell phones should be turned off (or set to vibrating) prior to entering the session rooms.** Please make this announcement at the beginning of your session.
7. Please contact the Program Chair or Co-Chair if you need any help.