

ICARCV 2004 Oral Session Chair Guidelines

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

1. **Please start and end your session on time. It is critical that you keep your presenters on time.**
2. **Please check the time and room assignment of your session.**
3. **Plan to arrive at the assigned room 10 minutes before the starting time of your session to meet the co-chair serving with you and the student helper assigned to your session.** Please familiarize yourself with the audio-visual equipment.
4. **The total time for each paper is 20 minutes including Q&A.** Allow 3 minutes for a Q & A period and logistical time to get on and off the stage. **Please announce at the beginning of the session that each paper will be finished in time to allow for adequate discussion.** If the presenter has not finished on schedule, we expect you to end the presentation so that the paper may be discussed. **Encourage discussion after each paper!**
5. **Please adhere strictly to the time schedule in the Conference Guide.** Attendees rely on its accuracy to get to talks on time.
6. **If a presenter fails to appear, do not pass to the next paper.** Instead, call for a break until the scheduled time for the following presentation or if possible organize a discussion on issues related to the topics of the session. **Please record papers that are not presented.**
7. **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.
8. Please contact the Program Chair or Co-Chair if you need any help.