

Instructions for chairs

Dear colleague,

The ICDC10 organizers thank you for chairing a session at ICDC10 (www.icdc10.ch). For the conference program and your session schedule, please visit

<https://www.conftool.com/icdc10/index.php?page=browseSessions&presentations=show>

or follow the links from the main home page: -> Program -> Program and Abstracts -> Conference agenda with oral presentations (use the tab in the upper left corner to show/hide the presentations). Please check here for last minute alterations.

Laptops with Windows or Mac OSX operating systems will be available to the speakers. The presentation files will be handled by our technical staff. The speakers should provide their presentations to the technical staff at least one hour in advance. Please help to ensure that the speakers provide their presentation slides in time.

The duration of the oral presentations is set to 15 minutes in the parallel sessions and to 15 / 25 minutes in plenary sessions, followed by five minutes for questions and discussion and for setting up the next speaker. Please find the corresponding time slots in the program.

Your tasks as a chair are to

- Very briefly introduce the speakers
- Enforce the schedule and remind speakers of their time limits
- Guide the 5-minute discussion phase. We would appreciate it if you would help distribute the microphones to the questioners in the audience.
- Announce the poster sessions, if applicable

With kind regards,

Fortunat Joos and the ICDC10 organizers