

Guide to Session Chair

Dear Session Chairs,

Thank you very much for your willingness to serve as session or track chair at the MCPC 2005 Conference! We are delighted that we have attracted so many good papers to the conference, but it also means that, while we need to make sure that each paper receives its due consideration, we have to be very focussed in making certain that each session flows smoothly on to the next. **The success of this conference is very much depending on your help !**

Interactive Session Format: The main objective of the MCPC 2005 is to enhance the discussion and interaction on MCP. Thus, the structure of the paper sessions is designed to promote the sharing and exchange of ideas around several papers.

Each presenter is advised to provide a **15 minute overview** of the salient aspects of their paper using a couple of slides only. Each presentation shall be followed by **audience questions** concerning clarification for 5-10 mins for each paper. At the end of each session, the session chair should start a **discussion** around the theme of **all papers !**

At the start of the session

- Be at the right room at least several minutes before the session starts and make yourself known as the Session Chair.
- Presenters are advised to have their presentation copied to the computer in the session room before the audience. There will be a technical staff member to assist presenters in this process. If presenters bring their own computer, it is at their own risk, any set up time will be cut from their presentation time.
- Please advise the presenters that you have 15 minutes for your presentation - and be very strict on meeting the schedule.

For each paper

- The time of presentation will be 15 minutes only, followed by some very brief questions on clarification only.
- Five minutes before the allotted time has elapsed, please hold up a hand with five fingers, indicating to the presenter has five minutes left.
- At the end of the allotted time, please stand and thank for the contribution.

At the end of the session

- If the 15 min rule per paper is followed, there should be some time left at the end for a general discussion.
- From the feedback from the MCPC 2001 and 2003 we know that participants liked most the interactive discussions among peers and not only listening to the papers. This is the key asset of a focused conference like the MCPC, so please try to support this process.
- If you like, present some own concluding remarks at the end of the session -- perhaps also as input for the panels at the end of both conference days !