CIVEMSA 2017, 2017 IEEE International Conference on Computational Intelligence & Virtual Environments for Measurement Systems and Applications, June 26-28, Annecy, France

Fulfilling session chair responsibilities is critically important in the success of the conference and provides a great service to one's colleagues.

Oral session chair responsibilities

As an oral session chair you are responsible for:

- familiarizing yourself with the papers scheduled for your session, and the designated speakers' name and affiliation prior to the session,
- being at your session room at least ten minutes before to the start of the session to assist speakers and to ensure all presentations are pre-loaded in the laptop prior the start of the session,
- introducing each paper and its speaker,
- ensuring that speakers do not go beyond the allotted time and that there will be enough time left for a at least one or two questions,
- preparing one question for each speaker in case the attendees do not ask one,
- keeping the time slot for a "no show" speaker open with discussions among the attendees and the other authors until the next presentation time comes up,
- submitting information about "no show" papers (you will receive a sheet to do this when you register onsite), which will not be eligible for submitting an extended special issue paper to the Transactions on Instrumentation and Measurement, to the registration desk

CIVEMSA 2017 Organizing Committee and Technical Program Committee