

The 4th International Conference on New Energy and Future Energy System (NEFES 2019)
-- Session Chair Guidelines

If you are interested in being the session chair, kindly send us your CV for further confirmation and validation. Confirmation results would be notified after the detailed program is confirmed in June. To acknowledge your kindly support, session chair certificate would be delivered to you.

Duties for Session Chair

Before Your Session

1. Check the Program

Prior to departure for the meeting, check with conference committee secretariat the number and order of the oral speeches to be presented, the time allocated to each abstract, and if there are any supplementary oral speeches assigned to the session you are chairing.

2. Arrive Early

If possible, arrive at the meeting room about **15 minutes** prior to the start of the session and familiarize yourself with the controls for microphone, etc. If you encounter any problems, immediately alert the conference committee secretariat.

3. Bring Own Seal for Signing Certificates

Please bring your own seal with your name on it if possible. If you don't have a seal, please sign certificates for every speaker. The certificates will be provided to you when you arrive there.

During Your Session

1. Introductions

At the start of the session, briefly introduce yourself and explain the timing system to the audience, and as often during the session as you think necessary. And please introduce presenters by name and title of presentation at the start of each presentation.

2. Stick to the Schedule

Please adhere to the time schedule listed in the conference program so that simultaneous sessions are as closely synchronized as possible. Many attendees move from session to session in order to hear specific oral speeches.

3. Allotted Times

The normal allotted time for regular speaker is 15 minutes and for invited speaker is 20 minutes including 5 minutes for Q & A.

4. Timing Speakers

Speakers should be asked to stop when their allotted time is up (longest 20 minutes) in a courteous but firm manner. Keep in mind that the session must end on time, and that the last speaker has just as much right to an audience as does the first speaker.

5. Absent Speakers

Should a speaker fail to appear, you can initiate a discussion on the previous presentations at the time slot. Or you can allow the next presentation to continue if the speaker and audience agree.

6. Session Problems

If any problems arise that you are unable to handle while continuing to chair the session, alert the conference committee secretariat of the problem.

7. Kindly remind the participants to fill in the *Oral Presentation Assessment*.

We sincerely appreciate your assistance with ensuring that your session runs well. If you have any questions or comments, please don't hesitate to contact us in advance (Yinpan@intergridconf.org or nefes@academicconf.com), or to check with conference committee secretariat during the conference itself.