Presenter Instructions for In-Person Sessions

All registered participants (authors and attendees) can attend all sessions in person and online. Links to all Zoom sessions will be distributed by mail in a pdf document. A special room with computers (O-Room) is available at the meeting site for participation in the online sessions.

Each session has a **session chair**.

1) The **session chair** will open the session **15 minutes in advance**. We ask that all presenters download their presentation to the computer in the room during this time and prior to the start of the session so that the session chair can start the session on time and in the order of the presentations on the program. Please remember that this is a hybrid session and the session will be broadcast for all virtual attendees. The special equipment for the broadcast and zoom session is connected to the session chair's computer in the room. **Personal computers are not allowed for this reason**.

2) The session chair manages the presenters. If one of the presenters is absent or has technical problems, they will change the order of the presentations.

   a) The session chair will introduce you and the title of your paper. You will be allowed **15 minutes for the presentation and 5 minutes for questions**.The session chair will help you control the time of your presentation.

   b) Participants cannot ask questions during the presentation. Questions will be asked at the end of the presentation or at the end of the session if the session ended earlier.

3) At the end of the session, you and all registered authors and participants are invited to a coffee break to meet friends and colleagues. You can also relax during "Lunch Time" or participate in an interesting online activity to which we will specially invite you. Links to *all virtual social sessions* are included in the distributed pdf document and are open to all registered or non-registered participants. We will keep you informed of updates via email.