

IRF2013

4th International Conference on Integrity, Reliability & Failure
Funchal, 23-27 June 2013

RECOMMENDATIONS TO SESSION CHAIRS

Each Technical Session of IRF2013 has the duration of 90 minutes, for the presentation of FIVE/SIX papers, and is moderated by one or two Chairs. In the case of two co-Chairs, they must agree previously about the distribution of their work, with the recommendation that each of them takes 50% of the presentations, either alternatively or at bulk.

Session Chairs are kindly advised to adopt the following procedure:

1. Be present in the room at least 10 minutes before the start of the session, in order to check that the equipments are in good conditions and to confirm the presence of all speakers.
2. Establish the time to be allocated to each speaker, taking into account the number of papers for that session (minimum 45min for Keynotes, 25min for Invited Papers and 15min for other Papers).
3. Before introducing the first speaker, the Chair must welcome the audience, announce the eventual programme changes for the session, and inform about the time allocated to each speaker.
4. In the beginning of each presentation, the Chair will announce the title, the name and affiliation of the speaker, and eventual co-authors.
5. In no circumstances the co-chairs should abandon the room simultaneously, leaving the speaker alone. In case of an emergency, such as malfunctioning or difficulty in handling the equipment, they should help the presenter in solving the problem or, in a more serious situation, one of them should call for technical assistance from the secretariat.
6. 3-5 minutes before the end of the time allocated for the presentation, the Chair in service should give a discrete warn to the speaker.
7. If the speaker continues beyond the allocated time, the Chair in service must not hesitate in interrupting his speech. Nevertheless, he must always do it gently, with courtesy, but firmly.
8. In the end of the presentation, the Chair must thank the speaker and, if there is still time, he should encourage the audience to put forward some questions and/or comments about the subject of the presentation. If necessary, should be the Chair himself to advance with the first question.

Thank you very much for your cooperation.

The Organizing Committee

Organizing Committee:

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