

Memorandum To: Session Chair
16th European Conference of Fracture
Alexandroupolis, Greece, **July 3 (Monday) – 7 (Friday), 2006**

SUBJECT: Chair's Responsibilities

You will be provided with a wallet of information on the presenters in your session so that you can introduce the speaker.

Briefly, a session chair's responsibilities are as follows:

1. Familiarize yourself with the assigned session room, audio visual equipment, light switches, etc.
2. Introduce the speakers (biographies are supplied by the ECF16 staff which will be given out at the Chair/Speaker Briefing on the day of the session you are chairing).
3. Keep presentations within specified time limits - 20 minutes (**15 minutes for their presentation and 5 minutes for questions**). As there are parallel sessions it is essential that these timings are strictly adhered to. At exactly 15 minutes you should inform presenters that they have had their time, e.g. by signalling, saying "time" or standing up. If presenters choose to continue into their questions session you will need to stop them at 19 minutes and ask them to put up their last slide. In the questions session, the expectation is that you will encourage discussion by having a question ready yourself to ask the presenter if there are no other questions.
4. Leave time slots open for "no shows." Notify conference registration desk and on evaluation form.
5. Moderate questions and answers segment after each presentation.
6. Return Session Evaluation Form to conference Registration Desk or mail/fax directly to ECF16.

SESSION CHAIR EVALUATION FORM
16th European Conference of Fracture
(Please return to the registration desk)

(Please print)

SESSION NO. AND TITLE:

CHAIR:

ATTENDANCE: _____

Please indicate: If there is a no-show on day of presentation or if had previously withdrawn (marked in final program).

Paper No. & Speaker Last Name...Remarks

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

THANK YOU FOR YOUR COOPERATION