

CHAIR GUIDELINES

The **International Mass Spectrometry Conference (IMSC) 2024 Organising Committee** would like to thank you for assisting as a Session Chair. Your contribution to the Conference is highly valued and appreciated.

The role of the Session Chair is to introduce the speakers to the audience and ensure that the speakers keep to their allotted time, enabling it to run in a smooth and timely way.

To view the full program, please visit the [Conference Website](#).

Guidelines

1. Please arrive at the session room a minimum of 10 minutes before the session begins, allowing time to greet the speakers and become acquainted with the room setup.
2. Introduce yourself to each speaker upon their arrival. Kindly remind them of the time constraints and explain the warning system that will signal their remaining time. There will be volunteers that will assist with utilising the 'minute to go' signs that are provided on the lectern (5-minute, 2-minute followed by the finish sign).
3. A sheet with any housekeeping announcements may be left on the lectern at the start of the session, which we would appreciate if you could announce if you feel anything needs to be reiterated, along with any other notices/announcements that may be asked of you to convey.
4. The presentation time listed in the program is to include the introduction of the speaker, and their presentation, along with questions and discussion at the conclusion of each presentation.
5. Please briefly introduce each presenter before their talk. Details are available on the Conference Mobile App.
6. Following each presentation, be prepared to pose a question or two yourself if there are no questions from the audience, and if time permits.
7. Please make sure that each presentation, and the overall session, ends on time, by utilising the minute to go signs, to ensure that breaks and further sessions can start on time.

If you have any inquiries, please do not hesitate to contact conference@aomevents.com or for urgent enquiries during the Conference see the All Occasions Group team at the registration desk.

Thank you once again for your valuable contribution to the Conference!