IALCCE 2023

The Eighth International Symposium on Life-Cycle Civil Engineering

Politecnico di Milano, Milan, Italy | June 2-6, 2023

Guidelines for Session Chairs

Before your Session takes place

1. Review the papers included in your Session in the Symposium Proceedings.

2. Visit the Symposium venue and take note of where your Session has been scheduled.

3. Arrange to meet Speakers at the Session Room at least 15 minutes prior the Session will start.

4. Make sure all Speakers pre-loaded their presentation at the Slide Center. Ask Speakers to move to the Slide Center to upload missed presentations, if any. Notify immediately the Room Staff and ask the assistance of the A/V operators in case there is no time left to move to the Slide Center to pre-load one or more presentations before the Session starts. The Speakers will be NOT allowed to use their personal laptop computers.

5. Check the A/V equipment with each Speaker to be certain that they are familiar with its operation.

6. As you will briefly introduce the Speakers during the Session, ask them how they will be pleased to be introduced (Name, Title, Affiliation). Speakers should provide a filled Speaker Information Form to this purpose.

7. Check how many presentations are in your Session. Determine the amount of time to allot for each presentation and make sure each Speaker is clear on how much time they have. Be certain to allow time for introductions and questions. It is important to keep to the time schedule so that the final Speaker is not cut short on their time.

During your Session

1. Call the Session to order, welcome everyone to the Session, introduce briefly the Session topics, and announce the time allotted for each Speaker. Ask the audience to please turn their cell phones and pagers to mute or vibration so as not to disturb the Speakers.

2. Introductions of the speakers should generally be brief. As a suggestion, give the presenter's name, their current position and affiliation, and the title of the paper.

3. As a presentation nears the end, you should alert the Speaker of time available for presentation (indicating five minutes and two minutes before time is up, and the end of the allotted time). Do not hesitate to tell the Speaker that his/her time is up.

4. At the end of the presentation, thank the Speaker and specifically relate why you feel the presentation was a benefit or of importance to the audience, or why the presentation was relevant to the audience's interests.

5. Promote, moderate and stimulate the discussion leaving time for questions, if possible. Otherwise proceed with the following presentation in order to be on schedule.

6. Notify immediately the Room Staff of any assistance needed during the Session.

Thank you for volunteering your valuable time to serve as Session Chairs at IALCCE 2023. Your enthusiasm and interest in your Sessions is an important element to the overall successful experience of the Symposium.