



INSTRUCTIONS FOR SYMPOSIA CHAIRS

The Local Organizing Committee thanks to all the chairs who has signed in and will be chairing the individual symposia at the IMC 2014 Congress, held in Prague.

We hope that the following instructions will help you to organise your Symposium.

Instructions

- Please be in your session room at least 15 minutes prior to the start of the Symposium.
- Please check with the on-site technical support prior to the session whether all AV equipment is working properly.
- Go through technical aspects (microphone, beamer, presenter) with the speakers and with the on-site technical support if necessary.
- In case a speaker does not show up, continue with the next presentation right away.
- You are free to rearrange the order of the presentations if necessary and if agreed by the presenters.
- Allow 15 minutes for the presentation for regular talks and 30 minutes for the Invited talks (including a discussion).
- Please stimulate the discussion among the attendees and the speakers.
- Prevent the discussion from getting stuck on one particular point.
- Start and finish your session on time.
- Please assure that Speakers should strictly adhere to the timing of their talks.

Thank you very much in advance for your cooperation.