

Guidelines for Chairs of ICIAM Minisymposia and Contributed Sessions

- Plan to be in the room 15 minutes before the session starts.
- Identify yourself to the technical assistant (he/she will wear an ICIAM-shirt).
- In case there is no technical assistant in the lecture room, call immediately the base camp:
 - for all lecture rooms except those starting with KOL, KOH and KO2 use

Internal phone no.:	29029
External phone no.:	044 632 90 29
 - for lecture rooms starting with KOL, KOH and KO2 use

Internal phone no.:	41625
External phone no.:	044 634 16 25
- The technical assistant will give you the actual program with late changes.
- Check very late changes on the Web at <http://www.iciam07.ch/index> in the news column 'latest changes in program'.
- Identify yourself to the speakers and verify the title of the presentations.
- Introduce each speaker briefly, give them a sign 3 minutes before the end of a talk and lead a short discussion related to the talk.
- Keep the session on schedule. If a presentation ends early or in case of 'no show', please DO NOT move up subsequent talks.

The ICIAM07 committee, the local organiser and all the delegates appreciate your service and wish you a fruitful and pleasant congress.