**Subject: Instructions to the CECE 2024 Session Chairs**

Dear Session Chairs,

Thank you for agreeing to chair a session at CECE 2024. Below is some guidance to help ensure the sessions run smoothly:

* **Review the Program**: Please refer to the program (accessible via the QR code below) and confirm the date and time of your session.



* **Arrive Early**: Be present at your session at least 15 minutes beforehand to coordinate with your co-chair and the student volunteer.
* **Check Speaker Presence**: Before the session begins, ensure that all speakers are in the room and have uploaded their presentations.
* **Equipment Check**: Confirm that a laser pointer is available in the room.
* **Speaker Introductions**: A printed copy of the session program will be available in the room and at the entrance. Introduce each speaker by name, affiliation, talk title, and their category (such as student or Early Career Researcher). Lengthy introductions are not necessary.
* **Token/Gift for Speakers**: Please ensure you collect the token or gift for plenary, keynote, or invited speakers from the student volunteer or staff member to present at the end of the talk.
* **Time Allocation**:
  + 20 minutes for Keynote Speakers (15 minutes for the talk, 5 minutes for Q&A)
  + 15 minutes for Invited and Regular Speakers (12 minutes for the talk, 3 minutes for Q&A)
* **Student/ECR Speaker Evaluation**: You will receive a marking sheet to rate student and ECR (Early Career Researcher) speakers. The top two will be awarded the Best Oral Award and the Highly Recommended Oral Award.
* **Time Management**: Ensure that speakers stick to their allotted time. Give a 2-minute warning as their time comes to a close.
* **Q&A Assistance**: The co-chair or student volunteer will assist by passing the microphone to those asking questions.
* **Closing**: Present the token to plenary, keynote, or invited speakers after the Q&A session concludes.

We sincerely appreciate your contributions to making CECE 2024 a success.

Best regards,

On behalf of the CECE 2024 Chairs