

Timings

Chairpersons are reminded about the importance of time-keeping. Please start each session promptly and remind the speakers (they have been warned in the AV Guide) that they will be stopped if they overrun. Please do not start sessions earlier than scheduled and try to keep to timings.

The above assumes that the session is running to time. If you have time in hand (say, due to lack of questions for the previous speaker) then please feel free to use a little discretion.

However, speakers should not be allowed to go on for more than their programmed time allocation whatever the circumstances.

If a speaker does not turn up to give his/her presentation, please do not simply move on to the next presentation. Many delegates organize their timetables such that they switch between lecture halls to hear specific presentations and advancement of the programme in cases of 'no-shows' causes some difficulty.

Please attempt to encourage discussion to fill in any gaps!

We have enclosed in a blue folder a certificate of appreciation to be given to invited speakers after they have spoken.

Thank you for your co-operation.