

INTERNATIONAL SNOW SCIENCE WORKSHOP 2014
A merging of Theory and Practice

Please arrive at the Speakers' Breakfast on time as time is relatively tight. In addition to meeting with you, presenters will also need time to upload their presentations to the computers and to familiarize themselves with the audiovisual equipment. We also need time to troubleshoot any last minute challenges if necessary. Being on time particularly applies to the session chairs and presenters of the first morning session, which starts sharp at 08:00 in the Eric Harvie Theatre (#1 on map above).

DURING YOUR SESSION

Your job is to run the session as smooth and on time as possible. Each presentation has a 20 minute time slot, which includes 15 minutes for presentation and 5 min for questions. Since we are on a tight schedule, it is very important that speakers do not go over time.

Myself or somebody else from the organizing committee will be present during all oral sessions to deal with any unexpected issues. We will also have one or two A/V technicians who will be running the computers and audiovisual equipment during the sessions.

Please consider the following points when you run your session

- **Please arrive at the Eric Harvie Theatre at least 15 minutes prior to the start of your session.** We will all be meeting in the front left corner of the theatre right next to the stage. This will allow us to handle any last minute challenges. Having you there on time and ready to go will also help put speakers at ease.
- **Start the session on time!** We will start ushering the audience into the theatre about 10 minutes before the start of your session. This should allow you to start on time. There will certainly be some latecomers, but starting the session on time will get us started on the right foot.
- **Introduce yourself and the session with a few words.** This does not have to be elaborate at all, but maybe you can briefly highlight the common themes among the presentations, the interrelations between talks or discuss how the theme of the session relates to your personal avalanche safety work. The purpose is to give the audience a brief outline of what they can expect during the session. Please note that a large part of the audience will be practitioners.
- **Before every presentation, introduce the speaker(s) and their topic.** Similar to the introduction of the session, this introduction should be brief, but informative. Please note that the 20 minute speaking intervals include the time to change and introduce the speakers.
- **It is very important that we will stay on time!** Every presenter has 15 minutes for their presentation and 5 min for questions from the audience. On the podium we will have a timer that will count down from 15 minutes once the presenter starts with their talk. Before you leave the stage after the introduction of the speaker, **it is your job to start the timer for the speaker.** In addition, please bring a personal stopwatch or smart-phone that allows you to keep track of

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the time during the presentation as well. It can be helpful for the speaker if you give them warnings 5 minutes and/or 2 minutes prior to the end of their allocated 15 minutes. Please discuss how you are providing these warnings during the Speakers' Breakfast.

- **Once the 15 minutes are up, clearly indicate to the presenter that it is time to wrap up.** If you are dealing with a presenter who just cannot stop, politely become firmer and indicate that it is really time to finish. The question period is an important part of the exchange between presenters and the audience and we would like to have at least a few questions for every presentation.
- **If the presenters are not inviting question at the end of their talks themselves, please encourage the audience to ask questions during the 5 minute question period.** Help moderate the question period if needed. Keep track of time to make sure we are also not going over time during the question period. If there are no questions coming from the audience, have a question ready for the presenter. You might want to discuss possible questions with the presenter during the Speakers' Breakfast.
- **At the end of all the presentations of your session, say a few closing words before sending the audience off.** We will let you know beforehand if there are any **special messages** from the organizing committee that need to be conveyed before everybody leaves.
- If your session is right before a break or a social, **you will need to mention the sponsor of the break/social and say a few words about their involvement in the avalanche community.** We will be providing you with this information at the Speakers' Breakfast.
- If your session is right before the lunch break, please help us **highlight the concurrent poster session.** We will provide you with details on the poster sessions during the Speakers' Breakfast.

AFTER YOUR SESSION

Your job is done! Have a beer and enjoy the rest of the conference stress-free!

Please let me know if you have any questions about being a session chair. You can either reach me by email (papers@issw2014.com) or by phone (+1 604 773 0854). I will be available at this number both before and during the conference.

We are looking forward to seeing you in Banff shortly.

Pascal Haegeli
ISSW 2014 Papers Chair