

Session Chair Guidelines

1. Preparation

- Please notify the Program Chair(s) or Secretariat in advance if you are unable to chair the session.
- Please arrive at the session venue early (at least 10 to 15 minutes before) to set up and ensure everything is in order.
- Test any audiovisual equipment to avoid technical issues during the presentation. Confirm that the presenters are in the room.
- It is the responsibility of the session assistant (usually a conference volunteer) to help you and the presenting authors, and there will be at least one in each room. Kindly give him/her the appropriate instructions.
- Only participants with an IEEM2025 Name Badge are permitted to enter the room. All guests are required to comply with this security protocol.
- Please mark and sign presentation records in the meeting room file provided.

2. General Guidelines

- Advise each presenter to stick to the allocated time.
- Please introduce each speaker at the beginning of each presentation.
- DO remain on schedule and adhere to the original plan
- Display the timeout notices to alert presenters. Tell the speaker to stop if necessary
- DO engage audience in discussion to use up spare time if any.

3. AV Breakdown

In the event of any AV equipment malfunction or breakdown during a session, please alert the Session Assistant. Our technical support team will be nearby to address any issues promptly.

4. Fire, Medical and Security Emergencies

Dial ext. 6666 (or +61 3 9235 8333 from any phone)

In any emergency, dial 6666 from the nearest internal phone.

Melbourne Convention and Exhibition Centre (MCEC) Security Control Centre will dial 000 to co-ordinate emergency service response as required.

For non-emergency security enquiries dial ext. 8333 (or 9235 8333 from any phone).