

IEEE International Symposium
on Antennas & Propagation

& USNC-URSI
Radio Science Meeting

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NATIONAL ACADEMIES Sciences
Engineering
Medicine

<https://2023.ieeeapsursi.org/>

Session Chair Instructions

All presentations are in-person and are 20 minutes in total length, including questions and discussion.

Arrive Early

Please arrive in the session room at least 20 minutes early to meet the presenters and help them load their presentations.

Introduce Each Speaker

During the session, briefly introduce each speaker. If the speaker has any problems during the presentation, please assist them as needed. If necessary, seek assistance from one of the student volunteers.

Audience Questions

After the presentation, use the remaining time up to the allocated 20 minute time slot to moderate questions for the presenter from the audience. If questions go beyond the 20 minute slot, inform the audience that the Q&A period has ended and introduce the next presenter.

Enforce the 20 Minute Time Limit

To provide each speaker with an equal opportunity to present their work and ensure that the session runs on schedule, we ask that you enforce the time limit. You may encourage authors to stay within the time limit by providing 5-minute and 3-minute warnings to each speaker at the 15-minute and 17-minute marks or another suitable interval before the end of the speaker's 20 minute time slot. You may wish to stand up at the 18-minute mark (2 minutes remaining). Do not allow a speaker to go beyond 20 minutes. If they reach the 20-minute mark in their presentation, politely ask them to stop and forego any questions from the audience.

Papers Without a Presenter

Occasionally, a presenter is absent from the meeting and is unable to find a colleague to present the paper. If this occurs in your session, in most cases we ask that you not move to the next paper. Instead, announce a 20-minute break. This will allow attendees to attend the following papers in your session according to the published program. If the no-show paper is second to last in the session, at the session chair's discretion the last paper may be moved up and presented in the no-show paper time slot.

Coordination of Chairing Duties

Please coordinate with your co-chair to divide up the session chair duties. Each session chair might be responsible for moderating half of the session. Alternatively, one session chair can introduce each speaker while the other session chair can time the presentation and moderate the Q&A period for each speaker.

Session Form

After the session, please fill out the session report form. This is an online form and you should have received the link by email. Please record and report any no-shows (i.e., papers for which neither a co-author nor a qualified substitute was present to make the presentation), since they will be removed from the proceedings that are sent to IEEE Xplore.