



August 19th - 21st, 2015, Whistler, BC, Canada

Notes for Moderators

Please be present in the session room at least 15 minutes before the start of your session and meet all the speakers/presenters to help them with any last minute issues.

A typical technical session will be running for 90 minutes and will include 5 presentations. A general presentation has 15 minutes and a few minutes for questions and answers, if time permits.

In each session, the chairperson would:

- Introduce the papers (by the title of the paper, name and affiliation of the presenter only not all authors, and country).
- Make sure that all the presenters finish within their allocated time because the session will not be extended.
- Lead the discussion if time is still available at the end of the session.
- Please note, the person asking a question must first state his/her name and affiliation (i.e., the name of the company/institution they represent).
- The questions should be very brief to save time for the speaker to answer the question and to allow others to ask questions, if additional time permits.
- Please insure the session ends at the end of the allocated time.