

## **Guidelines for AGM Session Chair**

### **Before the session**

- Make sure that the presenters are present and familiar with the equipment they intend to use.
  - Advise lecturers on session time
  - Check the mic, lights, laser pointer etc.
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1. Introduce the lecturer
  2. Keep the Session, questions on time
  3. If the Speaker is running late (and the paper is good) let him run into question time
  4. Give the Speaker a five minute to end warning sign
  5. If the questions are running late, take no further questions and request the audience to write them down and give them to you. The Questions & Authors response will be published in Eurogrease