

LREC2006
Genoa, 24 - 26 May 2006

Recommendations to Chairpersons

Dear LREC2006 Chairperson,

We would like to thank you for having accepted to chair a session at LREC2006.

You have already been informed on the title and time schedule of the session you will chair. For any further information, please contact the Scientific Secretariat within the Magazzini del Cotone” Conference Center (Austro Room).

This letter gives information and instructions aiming at facilitating your work and ensuring that everything runs smoothly.

One person of the local organization will be present in the room to assist you during the session. These persons will be recognized by the colour of the badge string (which will be **RED**, while for conference participants will be **BLUE**) and will get in touch with you before the beginning of the session.

You should be in the allocated lecture hall at least 5 to 15 minutes in advance of the session in order to meet the Authors and check with them that the required audio-visual aids are available. **In oral sessions, authors must use the PC available in the room, connected to a Data Projector. They should therefore copy their presentation file to the PC beforehand for avoiding any loss of time during the session.**

It is important to begin your session promptly at the scheduled time. Please also make sure that the session ends on time. The Conference programme is very tight indeed!

*****Oral Sessions*****

The speakers have 15 minutes to present their papers. The remaining 5 minutes are reserved for questions. A wireless microphone and one assistant will be available in each room.

If a speaker does not show up, please leave the 20 minutes time slot assigned free and wait until the next presentation.

You may use this extra time for questions and discussion on already presented papers, if you wish. Do not modify the order of presentation of the papers, as it appears in the final program except for last minute changes decided and communicated to you by the Programme Committee.

You may want to have prepared some questions of your own, in case none comes from the floor.

*****Poster Sessions*****

You should find out which is the Poster Area allocated to your Session, and where the poster boards are located in the poster area before the beginning of the session.

You should help the authors to solve practical problems (in co-operation with the assistant present in the poster area), for example telling the presenters to use the sticky tape, which will be available on your table, for placing the posters on the boards

Please make sure that all posters are placed on the boards before the session starts and that everything runs smoothly during the session.

Please stay there during the whole poster session.

Please remember that there is no difference in quality between oral and poster papers.

Poster sessions last for 1 hour 20 minutes. The speakers have all this time to present and discuss their papers and present the demo, only in case of an already scheduled poster+demo presentation.

Please ask the authors to remove their posters as they leave.

Thanks again for helping us making this Conference very successful.

Looking forward to seeing you in Genoa.

Best regards,
Nicoletta Calzolari
Chair of LREC2006