

Instruction for Session Chairs

Thank you for agreeing to chair/co-chair this session.

Before starting the session

- Check before the session starts that all presenters are in the room.
- Please ask authors to check the laptop/beamer connection.

Schedule

- Please strictly follow the printed schedule of the session.
- Do not change the order of speakers. If a speaker does not show up, wait for the printed time to begin with the next talk.
- Keep in mind that people might be interested in the next talk.
- Keep also in mind that audience might need to change room. Thus don't start the next talk even few minutes earlier.
- Ask the next speaker to setup the computer while the present speaker responds to the last question.

Introduce the speaker

- Please introduce the speaker with name and affiliation.
- Introduce the topic of the talk or, optionally, read out the title.

Talk duration

Please make sure speakers follow the 15 minute intervals of the session program.

- 12 minutes maximum for presentation
- 3 minutes for questions
- Use the sheets provided with 5, 3, 1, 0 minutes to notify the speaker.
- Ask the next speaker to setup the computer while the present speaker responds to the last question.

No-shows

- IROS employs a strict no-show policy. Please confirm on the "show/no-show" form which authors are present and which not.
- Please sign the form and give it back to the IROS staff after the session.

Thank you again for your assistance and contribution to making IROS 2015 a successful event.

IROS 2015 program committee