



Instructions for Track Chairs

PROGRAM

The complete program and program booklet are available online at <http://ecal11.org/program> (a printed copy will be distributed to all participants at the conference, so please save paper and avoid printing it beforehand, thank you). There are 9 oral sessions, designed uniformly to contain 2 parallel tracks and 4 oral presentations for a total of 72 talks.

Track chairs:

	<u>'A' tracks, in Adenauer:</u>	<u>'B' tracks, in CFB:</u>
Tue. 9, 10:30am	○ 1A: Tom Lenaerts	○ 1B: Barry McMullin
Tue. 9, 1:40pm	○ 2A: Luc Steels	○ 2B: Richard Watson
Wed. 10, 10:30am	○ 3A: Marco Tomassini	○ 3B: Christoph Flamm
Wed. 10, 1:40pm	○ 4A: Inman Harvey	○ 4B: Peter Dittrich
Wed. 10, 3:50pm	○ 5A: Mark Bedau	○ 5B: John McCaskill
Thu. 11, 10:30am	○ 6A: Susan Stepney	○ 6B: Jordan Pollack
Thu. 11, 1:40pm	○ 7A: Luis Rocha	○ 7B: Jozef Kelemen
Thu. 11, 3:50pm	○ 8A: René Doursat	○ 8B: Takashi Ikegami
Fri. 12, 10:30am	○ 9A: Mario Giacobini	○ 9B: Andy Wuensche

TIMING

One oral presentation is *25mn long, including questions*. With 4 presentations per track, it invariably makes a total duration of 1hr40mn. We please ask that you enforce the timing rather *strictly*, such that sessions remain as much as possible synchronized, and attendees have the possibility to switch tracks between talks if they wish. (The two main rooms, Adenauer and CFB, are a 3mn walk from each other.) We will ring a bell 10 to 5mn before the end of coffee breaks and lunch breaks to remind all attendees about the time, so sessions can start without delay.

PREPARATION

Speakers are required to be present in the room and meet with you at least 15mn ahead of the track's starting time. We also asked them, as much as possible, to bring a USB key and transfer their presentation slides to a unique track-dedicated laptop (preferably in PDF format). Note that the rooms are not pre-equipped with a computer, therefore as a track chair you will need to secure one, possibly yours, and test its connection to the projector well in advance of the session. Some of the speakers will prefer using their own machine, however, in which case they must also test their connection and still have a transferable backup file handy in case of problems. No worries, there will also be an ECAL staff member to assist you with everything (and carry the cordless mike around), and each room also has a resident technician/sound engineer. Thank you for your help.