



36th Congress of the International Society of Limnology
7 – 10 August 2022 | www.sil2022.org

36th Congress of the International Society of Limnology August 7 – 10, 2022, Berlin, Germany

Guidelines for Session Chairs

Equipment

Each session room is equipped with:

- Video projector
- Speaker's desk with a microphone
- Digital laser pointer with remote control to advance slides
- Laptop with the operating system Windows 10 or 11 (English)
- Two headset microphones to enable seamless transitions between speakers
- One or two handheld microphones to receive questions from the audience

Dedicated staff will be present in each room to run the technical equipment.

Before the session

Please check your session slots in the online program

<https://sil2022.abstractserver.com/program/#/program/2/horizontal>.

Speakers have received the Speaker Guidelines, which are also available here:

<https://www.sil2022.org/program/guidelines/>

Accordingly, speakers must upload and test their visual support (e.g. PPT slides) the day before their presentation. There will be a Speaker Preview Room at the venue for that purpose. Note that it will not be possible to bring a slide presentation to the session room and upload it there.

Speakers have been asked to meet you in the session room 10 min before the session to get briefed about the procedures during the session and to ensure that all speakers are present.

If it turns out that a scheduled speaker is not attending the congress, a co-author might give the presentation. Changes to the advertised program known in advance should be reported by writing an e-mail to scientific@sil2022.org. If cancellations occur at short notice, please respect the scheduled time slots for speakers. Do not advance presentations. You may use the extra time for an open discussion or a break.

During the session

Your session consists of one or several series of 8 presentations and potentially additional pre-recorded oral presentations and/or e-Posters. Please give credit to those contributions that are not scheduled as onsite oral presentations. A list of those contributions will be presented on the screen at the start of the session. You will have 2 minutes before the first presentation to briefly introduce your session and draw attention to those additional contributions.



Please ensure that the time allocated to each presentation (10 min. plus 2 min. discussion) is strictly kept so that the audience can easily move between parallel sessions.

Do not hesitate to remind speakers in time to finish. Interrupt their presentation if necessary. Overrunning the allocated time breaks the program and is discourteous to the next speaker and the audience.

If time allows, invite questions from the audience after each presentation.

Moderation of the ePoster session (Monday, 8 August 2022)

ePosters will be displayed on large screens on Monday evening during a 2-hour dedicated poster session. We would like you to moderate the ePosters within your session as well. To locate the ePosters of your session, please see the program overview at <https://sil2022.abstractserver.com/program/#/program/2/horizontal>. Scroll to the very right, click on ePosters on Demand, and locate your session in the list that pops up.

Specific time slots for each session will be announced during the conference. Each presenter who is present on site should be given three to five minutes to introduce their poster. In addition, all ePosters will be accessible on the same screens throughout the conference.

After the Congress

All oral and poster presentations will be made available online to all participants of SIL 100 until 15 November 2022, as permitted by the speakers.