



OTTAWA 2023

64TH WORLD STATISTICS CONGRESS

64th ISI World Statistics Congress – Ottawa, Canada

This guidance is to support chairs of IPS and SIPS sessions ahead of the ISI WSC 2023 Congress, all chairs are required to attend in person from 16–20 July in Ottawa at:

The Shaw Centre

55 Colonel by Drive
Ottawa, Ontario
K1N 9J2

Please see The Shaw Centre website [here](#)

Prior to the session

- View the Conference programme for the information on the session you are chairing, check how long the session lasts (80, 100 or 120 minutes), how many presenters there are, and how long they will each have to present their paper. Also make sure that you leave time for Q&A. The flow of the Invited Paper Session (IPS) is entirely up to you and the organiser of this session. (Speeches without presentations are also allowed.)
- Check the online Conference programme to be sure if there have been any changes/cancellations to the session (date, time, room number, list of speakers). The online programme is always the most up to date one – <https://www.isi2023.org/conferences/15/programme/>
- Think about a general introduction to the session. Some session participants may not know the topic well.

During the session

- Arrive at your designated room at least 10 minutes before the session beginning.
- Ensure that all speakers in your session are present in the room at least 5 minutes before the session starts. If a speaker is absent at the beginning of the session, reschedule her/his presentation.
- Ensure that the stage is set up for your session with the correct number of chairs for your presenters. All scientific rooms are equipped with a lectern, table microphones, laptop, screen, projector, clicker, and a stack of chairs beside the stage. Roaming technicians will be available for I.T. support and Volunteers (wearing red) will be able to support for the duration of the congress.
- Introduce yourself, the session topic and welcome the participants, be kind and welcoming to all, particularly look after first-time presenters.
- Inform speakers of the time devoted to each paper and explain to speakers the method you will use to notify them when they are near their presentation time limit (2 minutes before the time limit) and how you will interrupt them if they have reached the end of their allocated time. Cards will be provided in each scientific room detailing "2 minutes remaining" and "Presentation over" on either side.
- Ensure correct pronunciation of the presenter's names.
- Establish ground rules with the technical team, presenters and volunteers, everyone has shared responsibility for equitable time management (Ensure that all presenters have equal presentation time).
- Presentations will be uploaded prior to the session by the support team. If the presenter cannot find their presentation, please ask a volunteer for assistance or speak to the team at the Speaker Support Desk.
- Explain to the presenters that you, as the chair, will introduce speakers to present their papers by announcing their full names, affiliation, and the title of the paper.

- Brief presenters to be prepared for comments/questions from other presenters, public or chair.
- Welcome the audience to the session, Present: Yourself (chair); Topic of the session; How the session will be run; Encourage comments and questions.
- Remind everyone in the room to silence or switch off mobile phones.
- Start and finish the session on time. Manage the session and control the timing of each presentation to maintain the overall schedule of the papers.
- Encourage questions and answers, discussions, comments, and interaction among the participants within the time limit.
- As an expert, you may share your own knowledge, research, experience, and observations very briefly.
- To maintain the schedule, it may be necessary to suggest that the discussion be continued in private once the session has ended.
- Close the session with a brief summary or closing remarks.

To find when your session is taking place, please view the ISI WSC 2023 Scientific programme using the link below:

<https://www.isi2023.org/conferences/15/programme/>

Should you have any queries, please do not hesitate to contact us at scientific@isi2023.org

Many thanks and kind regards,

The ISI WSC Organising team

