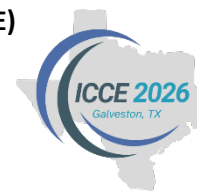




INTERNATIONAL CONFERENCE ON COASTAL ENGINEERING (ICCE) GALVESTON, TEXAS | MAY 17 - 22, 2026



SESSION CHAIR GUIDELINES

GENERAL INFORMATION

Each session (with only a few exceptions on Friday afternoon) is 90 minutes long and includes five 18-minute talks. The 18 minutes include 15 minutes for the presentation and 3 minutes for Q&A and changeover to the next speaker. The session chair manages the session, introduces the speakers, and guides the Q&A. Each session chair will have a student assistant in the room. The assistant will notify the speaker when there are 5, 3, and 0 minutes left before the Q&A portion of their talk by holding up signs. The assistant will also help get the hand-held microphone to the audience for Q&A as needed.

PREPARATION

- Please report to the designated presentation room 15 minutes before the session begins to meet the speakers and your student assistant and verify that all presentation file(s) for your session have been unloaded to the session-room laptop computer.
- If you are unsure, please ask the speaker how to pronounce their name.

EQUIPMENT & PRESENTATION

- Each presentation room will be equipped with a microphone and a laptop computer that will be connected to the LCD/screen.
- Speakers should have uploaded their PowerPoint presentations in the speaker ready room on the day prior to their oral presentations; however, if time permits, the session chair can allow a speaker to upload an updated presentation file from a flash drive or portable hard drive.
- Speakers who have video clips in their presentation should check their compatibility with the computer projection equipment ahead of time.

DURING THE SESSION

- At the beginning of the session, welcome the audience stating the session title and subtitle listed in the conference program.
- Remind speakers of the strict time limits so that every speaker has the same amount of time and attendees wanting to switch between parallel tracks can do so without schedule shifts. You should also point out that the student assistant will indicate when there are 5, 3, and 0 minutes left before the Q&A to help speakers with time management.
- Introduce each speaker and presentation title at the beginning of their talk via the presentation title slide or online/app conference program.
- Time:
 - Speaker Introduction: a few seconds
 - Presentation: 15 minutes
 - Questions & Answers (and changeover to next speaker): 3 minutes
 - **Total time allotment per speaker: 18 minutes**
- If a speaker does not show, do not move all the speakers up 18 minutes. If a speaker is missing, please have the student assistant inform the LOC immediately. We have some presenter backups, if needed.
- If a speaker runs long, please limit questions to get back on track.
- If possible, the audience should use the handheld microphone provided to ask questions.
- If a questioner is hard to hear, encourage them or the speaker to repeat the question.
- Moderators should be prepared to ask questions of the speaker in case there are no questions from the audience if there is still time left before the next speaker slot.