



# GUIDELINES

## GUIDELINES FOR TRACK/SESSION CHAIRS

Thank you for serving as a session chair. Your contributions are vital to the smooth conduct of the technical session and to promoting dialog among attendees. The primary function of the session chair is to ensure adherence to the session schedule. Session chairs will ensure that their speakers are available during their timeslot and monitor for questions and answers on Zoom to ask directly of the presenter.

## PRESENTATION AND PUBLICATION POLICY

Authors attending one of the Resilience Week symposia will present their work in either an oral or a poster session format.

### Oral presentations

Each author will have a total of 10 minutes to present their contribution. A basic rule of thumb is 2 minutes/slide. Presentations should use the presentation template available on the symposium webpage. Authors will have 5 minutes to answer live questions and answers from the session chair that are collected from the attendees through the Zoom chat feature. *\*Note: please send your presentation to the session chair as a backup.*

### Poster Session presentations

Posters will be featured at a designated time. Displays should be designed to capture attention. Large font sizes and generous use of color are highly recommended. The material displayed should convey the essence of the work, and not necessarily the details.

### Internet/Proceedings Publication

An electronic copy of the paper proceedings will be provided to all symposium participants via a download location. After the symposium, some recorded sessions will also be posted on the associated Resilience Week symposium website.