



## **Guidelines for Chairs of IPS and SIPS**

This guidance is to support chairs of IPS and SIPS sessions ahead of the 5<sup>th</sup> ISI Regional Statistics Conference 2026, all presenters are asked to attend in person from 03-05 June 2026, in Valletta, Malta:

***Valletta Campus, University of Malta,***

***Main entrance and by car/taxi: St. Paul Street, Valletta, Malta***

***Pedestrian only entrance: Merchants Street, Valletta, Malta***

Please see more information about the venue here: [\*\*Valletta Campus Information\*\*](#)

### **Prior to the Session:**

- View the online scientific programme for the information on the session you are chairing, check how long the session lasts (70 or 100 minutes), how many presenters there are, and how long each speaker will have to present their paper. Also make sure that you leave enough time for Q&A. The flow of the Invited Paper Session (IPS) is entirely up to you and the organiser of the session (speeches without presentations are also allowed).
- Check the online scientific programme to see if there have been any changes/cancellations to the session (date, time, room, list of speakers). The online programme is the most up-to-date version, please click the button below to view this:

### **Full 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 starts.
- 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 within your session time slot.
- 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, a table



microphone, laptop, screen, projector, and a clicker. Roaming technicians will be available for IT support during conference.

- Introduce yourself, the session topic and welcome the participants, be kind and welcoming to all, and in particular support our 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.
- 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, the audience or chair.
- Welcome the audience to the session by presenting: 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 talks.
- 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 summary or closing remarks.

If you have any questions, please do let us know on the below email address:

**[scientific@isi-wsc.org](mailto:scientific@isi-wsc.org)**