



XIII Congreso Internacional de
Métodos Numéricos en Ingeniería
y Ciencias Aplicadas

Universidad Simón Bolívar, Sartenejas. Caracas-Venezuela
11 - 13 de Julio de 2016

Chairperson's guidelines

Suggested duties of group chairpersons

1. Arrive at the meeting room a few minutes early and meet briefly with the presenters.
2. Convene the session promptly at the announced time.
3. Provide to the audience a short introduction of each speaker before the presentation.
4. Schedule and chair all presentations within the session.
5. Politely inform the presenters when their time limit is approaching.
6. When a specific presentation has been completed, invite questions and comments from the audience.

Additional information

1. The duration of each thematic session is 80 to 120 min, depending on the number of speakers (20 min. each).
2. Financial support for the conference is limited and no specific support will be provided by the conference to Thematic Sessions participants.
3. In some cases, similar thematic sessions could be proposed,. The Organizer Committee will discuss with the sessions proposers to merge the sessions or arrive at an alternative topic for the each thematic session.
4. Multiple sessions can be organized under a single topic if the number of speakers exceed six.
5. All registered papers will be published in the conference proceedings, or the abstracts, in case of those papers selected to be part of well-known local journals.

If you need assistance in planning the session, please contact the organizing committee.

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