IEEE International Conference on Industrial Engineering and Engineering Management

2-5 December 2026 | Level 3, Sands Expo & Convention Centre
Marina Bay Sands, Singapore

Session Chairing Guidelines

Session Chairs are responsible for managing their assigned sessions, keeping presentations on schedule and recording presentation status. Please be prepared to carry out these duties independently.

1. Before the session

- Notify the Programme Chairs or IEEM Secretariat promptly if you are unable to chair your assigned session.
- Arrive 10-15 minutes early to check the room, identify the presenters and confirm that presentation files and audiovisual equipment are ready.
- Review the published presentation order and individual time slots. Locate the meeting-room record and any time-warning notices provided.
- Only participants wearing an IEEM2026 name badge may enter the session room. Refer any access issue to the Secretariat.

2. During and after the session

- Start and finish on time, introduce each presenter and keep each presentation within its published **15-minute slot**. Allow for questions within that slot.
- Give clear time warnings and ask the presenter to conclude when necessary. Use time-warning notices if provided.
- Follow the published order and individual start times. Do not rearrange or move presentations without approval from the Programme Chairs or Secretariat.
- If a presenter is absent or finishes early, use the remaining time for questions and discussion. **Do not bring later presentations forward.**
- Record presentation status, including any no-show, replacement presenter or significant schedule issue, on the meeting-room record. Sign and return the completed record to the Secretariat after the session.

3. Audiovisual issues

If equipment malfunctions, contact the Secretariat or venue audiovisual staff. Keep the audience informed and resume the published schedule as closely as possible. Report any resulting delay or missed presentation to the Secretariat.

4. Fire, medical and security emergencies

Follow all instructions from Marina Bay Sands staff and conference personnel. Keep exits and aisles clear and do not attempt to manage an emergency independently.

Marina Bay Sands internal emergency hotline: **+65 6688 0999**
Singapore emergency services: Fire and ambulance **995** | Police **999**

Information and support

IEEM Secretariat | Meeting Matters International
www.ieem.org | askemsy@ieem.org | +65 6472 3108