



Guidelines for Chairs and Rapporteurs

First of all thank you very much for your participation as chair and / or rapporteur at one or more of the sessions at the FIG Working Week in Marrakech, Morocco. We are pleased that you will help and your work is much appreciated both for making this conference a professional success and for helping us to get relevant feed back for future FIG conferences.

All Chairs and Rapporteurs are elected by the Chair of the relevant commission and by ONIGT and they have been in contact with you on this already. These guidelines are made to give you general information on the tasks of a session chair or a rapporteur.

Chair

As chair you are leading the session, and it is your responsibility to keep track of time and guide both the speakers and the audience. The technical programme is available on the web <http://www.fig.net/fig2011/techprog.htm> Here you can find the number of papers in your session as well as a link to the paper of each speaker (www.fig.net/pub/fig2011)and you can see if they present a peer-review paper, a non peer review paper or a flash presentation.

The peer review papers have been through a thorough process. All papers have twice been reviewed by two reviewers before they were finally accepted, so the quality of these papers should be fairly high. Altogether there are 35 peer review papers in the programme.

There is a large number of non peer review papers as well as flash presentations. **Non peer review papers and peer reviewed papers** are normally presented in approximately 10 minutes depending on the number of presentations while **flash presentations** are shorter, normally 5 minutes including approximately 3-5 slides. In most cases the flash presentations are this time included in normal technical sessions. **Flash presentations** substitute the previous posters.

Please keep an eye on the technical programme since there are still a few last minute changes to the sessions, and please be aware of how many papers there are in your session as well as the kind of presentations. There may be some last minute cancellations and non shows.. Therefore we suggest that you try to contact your speakers before the session so that the time can be shared in best possible way between the speakers.

Please remember to save time for questions and discussions. It is up to you whether you want questions and discussion after each paper or you want to wait with the overall discussion until the end of the session.

Rapporteur

As rapporteur it is important that you are observant during the session. You will receive a short questionnaire which you are going to fill in at the end of the sessions and **hand in at the FIG Office or give to Louise Friis-Hansen, Hanne Elster or Markku Villikka**. It is very important for us to get your valuable input in order to keep track of the relevance of the session, how it went etc. This is very valuable to us afterwards when we evaluate the sessions and the whole conference. All comments of yours are appreciated. The rapporteur sheets will be given to you by the Chair of your Commission (lead commission of the session).

Please notice that you should not give any descriptions of the papers presented, but state your opinion about **relevance (both for the topic of the session and for the profession as surveyor in general), the professional level, the presenter's ability to present, the quality of the presentation as well as the paper etc. This information will be used for evaluation of the papers for future use.** General information is also required such as number of participants, how suitable the room is, the technical equipment etc.