INFORMATION FOR SESSION CHAIRS AT DAGA 2027

Thank you for volunteering to chair a session at DAGA. Please note the following:

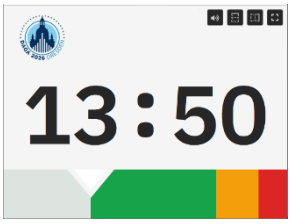
AT A GLANCE

- ✓ DAGA 2027 is an on-site event without online broadcasts and without recordings
- ✓ The current program incl. changes/ marked cancellations: see app starting in February
- ✓ It is not permitted to photograph or film presentations: Please make sure that all participants adhere to this rule
- ✓ Please inform DEGA afterwards if, in your opinion, no scientific content was conveyed in individual presentations, but commercial products were advertised (tagungen@dega-akustik.de)

PROCEDURE

- ✓ Please arrive in the room early and make sure that all are speakers present
- ✓ Session chairs can take place in the front row and can use the hand microphone available in each room.
- ✓ Please start the session on time according to the stagetimer (see below for further information) to allow for a synchronized schedule and room changes.
- ✓ If a speaker does not finish his/her presentation in time, please ask for a quick end to the presentation (or, if necessary, stop the presentation).
- ✓ If there are only a few questions from the audience during the subsequent discussion, please address at least one question to the speaker yourself. Please repeat any contributions to the discussion that are difficult to understand.
- ✓ Please point out to the participants repeatedly if there are posters on suitable topics. These will presumably be displayed on Terrassenebene. Each poster can be discussed with the author(s) in one of the three poster sessions (Tuesday 15:20-16:00, Wednesday 15:20-16:00 or Thursday 11:00 - 11:40).
- ✓ If a lecture is canceled, please announce a coffee break instead (no contributions will be brought forward!)
- ✓ Overcrowding of the room is strictly prohibited. Please ask any participants who are standing to take a seat so that you can get an overview of how full the room is.

TIMING OF A LECTURE / STAGE TIMER



Lecture sessions strictly follow the time schedule:

- 15 min lecture
- 3 min discussion
- 2 min break / change of speakers

These times are signaled by an automatic stage timer that sounds a chime after each section. Authors and session chairs can open the timer in a browser on their smartphone or laptop to get a visual insight in the countdown by scanning the QR code on the help card, which is placed on the lectern (for authors) and in the front row (for the session chairs). The stage timer shows the left time for each lecture, discussion and break.
If your browser is not displaying the timer correctly, please reload the website (or change your browser if possible).
If necessary you can force your smartphone screen to stay active by using the full screen mode, which is available on the top right corner of the stage timer. Please note the increased battery consumption.

ROOM TECHNOLOGY

The lectures will be presented with the help of the laptop available in the session hall.
Please note that speakers should preferably hand in their presentations at the central media reception (Terrassenebene). However, it is also possible to transfer them onto the room laptops directly.
An assistant will be available in all session rooms to help with technical matters.

If you have any further questions on site, please contact the organisation team: tagungen@dega-akustik.de. We wish you a successful session and thank you very much for your cooperation!