

INFORMATION FOR SESSION CHAIRS AT DAS|DAGA 2025

Thank you for chairing a session at DAS|DAGA 2025. Please note the following:

AT A GLANCE

- ✓ DAS|DAGA 2025 is an on-site event without online broadcasts and without recordings
- ✓ The current program incl. changes/ marked cancellations: <https://app2025.daga-tagung.de/konferenz>
- ✓ Please point out to the participants if there are posters on suitable topics. These will be displayed in Hall E. 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).
- ✓ It is not permitted to photograph or film presentations or individual slides:
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 speakers are present
- ✓ Please start the session on time to allow for a synchronized schedule and room changes
- ✓ If a lecture is canceled, a coffee break will be taken (no contributions will be brought forward!)

Session chairs can take place in the front row and can use the hand microphone available in each room.

TIMING OF A LECTURE / STAGE TIMER

Lecture sessions strictly follow the time schedule:

- 15 min lecture - marked green in the stage timer
- 3 min discussion - marked yellow in the stage timer
- 2 min break / change of speakers - marked red in the stage timer

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 chairs counter shows the left time for the whole time slot including the discussion and break. The authors counter shows the left time for the lecture itself.

If your browser is not displaying the timer correctly, please reload the website (or change your browser if possible).

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.

ROOM TECHNOLOGY

The lectures will be presented with the help of the laptop available in the session hall. Audio samples can be played via the audio system provided.

Please note that speakers should preferably hand in their presentations at the central media reception (foyer on the first floor next to the conference office). However, it is also possible to transfer them onto the room laptops directly.

An assistant will be available in all rooms to help with technical matters.

If you have any further questions on site, please contact the organisation team: tagungen@dega-akustik.de / +49 176 56845564. We wish you a successful session and thank you very much for your cooperation!