

IEEM2026 Pre-Event Checklist

IEEE International Conference on Industrial Engineering and Engineering Management

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

[Key Dates](#) | [Programme](#) | [Pre-Event Checklist](#)

Session Chairing Guidelines

1. Before the Session

- Notify the Programme Chairs or IEEM Secretariat promptly if you are unable to chair the session.
- Arrive 10-15 minutes before the session to check the room, meet the Session Assistant and confirm which presenters are present.
- Confirm that presentation files and audiovisual equipment are ready before the session starts.
- Only participants wearing an IEEM2026 name badge may enter the session room.
- Use the meeting-room record to mark presentation status and sign the completed record.

2. During the Session

- Start and finish on time, introduce each presenter and enforce the allocated presentation time.
- Use the time-warning notices and ask a presenter to conclude when necessary.
- Follow the published presentation order. Do not rearrange or move presentations without approval from the Programme Chairs or Secretariat.
- If a presenter is absent or a presentation ends early, use the available time for questions and discussion; do not bring later presentations forward if this could disadvantage attendees.
- Ensure the Session Assistant records any no-show, replacement presenter or material schedule issue.

3. Audio Visual Support

If audiovisual equipment malfunctions, alert the Session Assistant immediately. The technical support team will assist; the Chair should keep the audience informed and resume the published schedule as closely as possible.

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

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