

## Guidelines for Session Chairpersons (240910 revised)

Thank you very much for chairing the session. The guidelines for session chairpersons are as follows:

1. Please start the session exactly on time as scheduled (kindly ensure punctuality).
2. Please make sure that all the speakers are wearing the registration certificates.
3. Each of the presentations consists of 10 minutes presentation and 5 minutes Q&A session (total 15 minutes). Please note that preparation time of the next speaker is included in the 15 minutes, which is originally allocated. Please ring the bell as follows:
  - The 1<sup>st</sup> bell: 9 minutes after the start (i.e., 1 minute before the end of presentation)
  - The 2<sup>nd</sup> bell: 10 minutes after the start (i.e., the end of presentation)
  - The 3<sup>rd</sup> bell: 15 minutes after the start (i.e., the end of Q&A session)
4. Each of the morning/afternoon sessions (2 sessions each) will be chaired by two chairpersons. The best presentation (only one) will be chosen from each of the sessions for the “Session Award”. Please carefully refer the guidelines for Session Award to share the selection rules.
5. One of the chair persons is expected to moderate the presentations and the following Q&A sessions, whereas another chairperson is expected to notify the timelines to the speakers by using the bell.
6. Please discuss the specific roles among the two chairpersons.

We are very sorry to announce that in some sessions only **one chairperson** could attend the conference. In this case, 5 will need to be done by one chairperson. Thank you very much for your kind understanding.