

## **Session Chair Guideline**

1. Take a look at the technical program on the website. Make sure you identify the date and time of your session. Refer to the conference proceedings at your log-in account.
2. The conference hall will have a volunteer available for any assistance you may need. Prior to the session, the volunteer will help each speaker set up laptop computers, LCD projector, microphone, and electronic pointer, if they operate properly or not.
3. Each plenary speaker has 55 minutes for presentation plus 5 minutes for questions. Each invited speaker has 25 minutes plus 5 minutes respectively, prior to the oral sessions (#T2O, T5O, F2O and F5O). Refer to the speaker's biography on the conference website. Summarize up his biography and introduce the major research achievements to audience.
4. Each speaker of oral papers has 12 minutes for presentation and 3 minutes for audience questions. Please keep your session on time. When a speaker has longer presentation, please make a nudge of "2 minutes left" to the speaker. Introduce the speaker's name and affiliation before each oral presentation.
5. Please be present at your session 10 minutes before the session starts. Try to identify all of the speakers for your session and make sure that they are all present before the session.
8. If a speaker doesn't appear at the presentation time, ask the volunteer if he/ she be present at the conference or not. A few speakers may make a video presentation, please check a video tool with the volunteer. In case he/ she doesn't still show up, keep it waiting or vacant until the next presentation.
9. To encourage audience to bring up discussion during question and answer, be prepared to generate a few questions. During the questions, please remind the questioner to state their name and affiliation. When the speaker cannot hear or understand the question, please help him / her answer by repeating or paraphrasing the question.
10. If you have any inconveniences during the session, such as temperature, noise, lightning, electric power, wireless internet, equipment, etc, please ask the student volunteer to solve the problems.

The general announcements can ask audience to turn off cell phones at the start of the session  
Thank you for attention.