

Session Chair Guidelines

1. Arrival

- Please be seated at the next chair's seat located at the front right side of the session room at least 10 minutes before the start of your session.

2. How to lead sessions

- 1) We ask for your cooperation in keeping to the presentation and Q&A schedule to ensure smooth operation of sessions.
- 2) If you are not sure about the time allocation for presentations and Q&A, please ask a staff member in the session room.
- 3) If a speaker in your session is unable to present, please announce a short recess and resume the session at the originally scheduled time. The presentation order and timing should not be moved forward.