

Tips for Session Chairs

- I. If there are 2 chairs for a session, decide your roles.**
- II. Confirm that all presenters are available and ask them to put their PPT files on the desktop of the conference PC and confirm that it works.**
- III. Ensure that the presentations run according to the schedule.**
- IV. Prioritize the presenters who are in attendance to ensure the sessions without any delay.**

Please announce the following to the audience before session starts:

- Each presentation in this session will be given 19 minutes, including 15 minutes for presentation and a further 4 minutes for questions and discussion.
- For the presenters, you will hear first bell at 13 minutes, second bell at 15 minutes, and third bell at 19 minutes. Complete your presentation by the second bell.