

Guidelines for Session Chairs

1. Before the session

- Please arrive at the session room 15 minutes before the session starts to ensure that all presenters are in the room. Contact the operator in the room. The operator will be in the area highlighted in pink on the next page.

2. During the session

- Before your session starts, announce the following regulation: “Video recording and photo/screenshot are strictly prohibited”. The secretariat will share the slides related to this regulation by email. These will also be present on the PC of the room.

- Duration of presentation

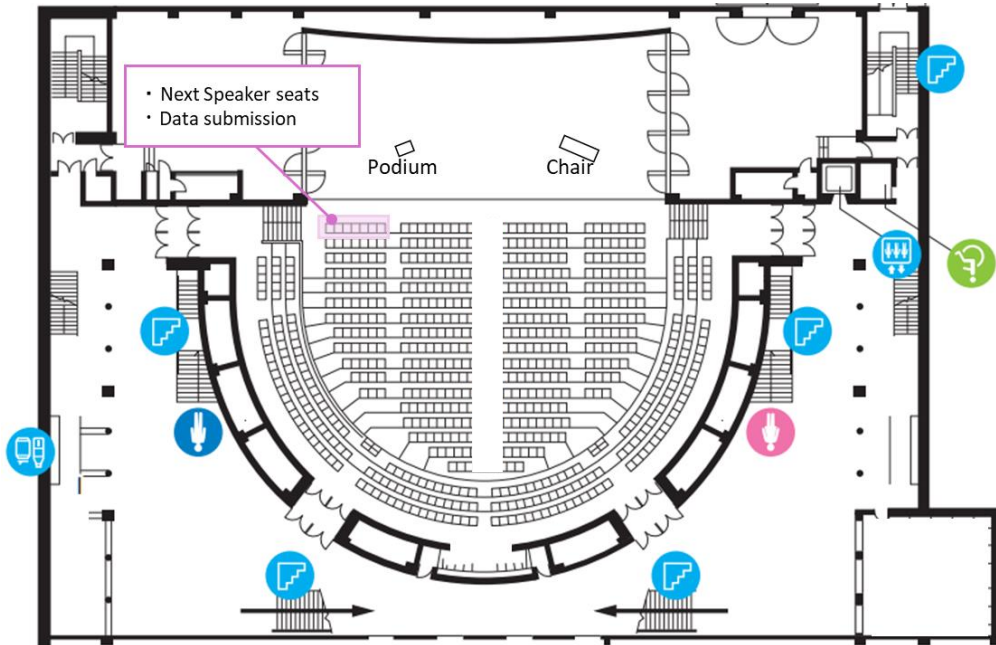
Plenary/keynote:	45 minutes	(40 min presentation & 5min Discussion)
Invited:	30 minutes	(25 min presentation & 5 min Discussion)
General:	15 minutes	(10 min presentation & 5 min Discussion)
Start-up Session	10 minutes	(10 min presentation)

- Time management is the responsibility of the chairperson. Please ensure that the session is not significantly delayed. A timer is available for the presenter and chair.



- Green: Presentation (Count down)
- Yellow: Q&A starts (Count down)
- Red: Time over (Count up)

[Room I]



[Room II]

