Guidelines for session conveners

1. All oral presentations have to be finished within 15 minutes including short discussions.

2. There is a laptop PC in each session room.   A speaker may also use his/her own laptop. The PC in each session room is equipped with Windows 7, Microsoft Power Point 2013, Windows Media Player, and Adobe Acrobat Reader. If speakers do not use their own PC, they are requested to transfer a presentation file to the PC before the session start.

3. You have at least one supporting staff in each session room. A laser pointer is equipped, but no stopwatch and bell are available in the room.

4. Please organize the session and timekeeping by the session conveners themselves.

5. Use any reasonable means to stop a speaker who has exceeded the allotted time. The session must stay on schedule for both the audience and other speakers, per the approved program.

6. Only an author listed on a paper may present. No other substitutions are permitted.

7. If a paper has been withdrawn or a speaker does not appear, call for discussion of previous papers in that session or call a recess. Do not start the next paper until the time listed in the program.

8. You may interrupt speakers in order to ask them to speak more audibly, slowly, or clearly

9. If a paper draws no questions from the floor, you are encouraged to ask questions in an attempt to stimulate discussion, if time allows. However, some papers elicit more than the usual number of comments; judge accordingly.

10. To maintain the schedule, it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended.

11. No new presentations may be added to the session.

12. As Chair, you must keep the session on schedule.

Thank you for your cooperation,
Local Organizing Committee.