

Guides for Session Chairs

Thank you again for taking on the role of Session Chair. At the meeting, the Session Chair's role is to coordinate the smooth running of the session. Please begin and end the session on time. Each session contains 80 minutes, with the time per presentation determined by the number of papers in the session. Equal time should be given to each paper. For example, if your session has five presenters, each presenter may have 15 minutes which contains 12 minutes' presentation and 3 minutes' Q&A. Q&A are usually entertained after each presentation. Besides, please introduce presentations that are made in the order listed in the printed program. If a speaker cancels or does not show up, the original time schedule should be adhered to rather sliding every talk forward. We would like to take this opportunity to thank you for your efforts and help in chairing a session for academic peers.