



## GUIDELINES FOR SCIENTIFIC SESSION CHAIRS

- Please arrive at the appointed session room in which you will serve as a Chair at least 15 minutes before it begins.
- Please start each scientific session on time and begin each session by briefly introducing the session theme and the other Chairs.
- Announcements to be made:
  - Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer on the screen. Please urge speakers who overrun to wrap up their presentations in the next 30 seconds.
- Please briefly introduce each speaker and their presentation topic. There will be a tablet computer on the desk. You can look up a speaker's biography if s/he has uploaded the information.
- The final program book cannot reflect some last-minute changes made to the program. Please download the congress app by scanning the QR code on the final program book cover with your smartphone. The program schedule available in the app is final and shows real-time updates.
- For free paper sessions, the presentation should be 5 minutes long, followed by 2 minutes of Q&A.
- For invited sessions, the time allocated to each talk is determined by you and your co-chairs. Either there will be a panel discussion at the end of the session or a few minutes of Q&A after each presentation. You can refer to the final program schedule for the session breakdown.