GUIDELINES FOR SESSION CHAIRPERSONS

Please go up to designated chairpersons’ seats and ask people to take their seats 5 minutes before
the start of each session.

At beginning of each session;
- You and your co-chair (if there are two chairpersons) should introduce yourselves by name,
  affiliation, and country.
- Announce the title of the session.

As a session chairperson, you are responsible for the time management of the presentations.
- You will be required to introduce the speaker and presentation title as indicated in the
  programme book. Please follow the schedule precisely.
- If a speaker fails to attend the session, please move to the next speaker.

If you finish much before the allotted time, you may let the session out early.

**Time allocated for each presentation**

Oral sessions (submitted abstracts): presenters will have 12 minutes for presentation and 3 minutes for
Q&A.

*If there is a session lead speaker, he/she will have 17 minutes for presentation and 3 minutes for Q&A.

Thank you so much for your participation!!]

APWSS 2017 KYOTO Conference Organizer