



## **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

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#### **Secretariat**

c/o Convention Linkage, Inc.

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