

# Session Chair Guidelines

## Time Keeping

Support staff will assist you in running the session.

	Total	One bell (warning)	Two bells (End of Speech)	Three bells (End of the discussion)
Oral	15 min	10 min	12 min	15 min
Plenary, and Invited talks	30 min	20 min	25 min	30 min
Invited talks only in WeO-41g	40 min	30 min	35 min	40 min
Tutorial	105 min	90 min	95 min	105 min

## Online Presenter

Presentation ID and names are displayed on the “participant list” of Zoom meeting together. (e.g. MoO-41a-01 Taro YAMADA)

## Q&A

- For onsite attendees, instruct to use the microphones in the room, otherwise the remote attendees will not hear the discussions.
- For remote attendees, instruct to use reaction (“Raise Hand”) to ask questions. Video can be turned on during the Q&A session.

## In case of speaker’s absence

- Announce the cancellation of the presentation.
- Display a slide of cancellation on the screen (done by the Zoom operation staff), then announce the time to resume.
- Start the next presentation **on time as scheduled in the program**. (Because this conference has parallel sessions.)
- If there is a technical problem with the online/remote connection, support staff will resolve any problems. Please ensure the presenter’s time slot.

\*Each presentation including discussions will be recorded so that participants in different time zones can see it in a video. The video is open to registered participants only.