



IGTC2019 Tokyo
November 17(Sun.)-22(Fri.), 2019
<http://www.igtc2019.org/>



Instruction to Session Chairperson

Thank you for your contribution as a session chair/co-chair at IGTC 2019 Tokyo. Your role is important for the success of this conference. The chair/co-chair is asked to take complete charge of their session, and requested to encourage discussions. Attention should be given to the time schedule of the session.

Headquarter of the Program Committee is in the GTSJ Secretariat Room (Meeting Room 3 on the 5th floor of the congress site). When you need assistance, please contact session staffs (a member of the Program Committee and a student assistant) assigned to each session room.

The official language of the Congress is English. If necessary, it is appreciated that the chairpersons would help communication between speakers and questioners.

Each chair/co-chair is requested to pay attention to the following items:

Speaker's Meeting

There will be a short meeting with the chair/co-chair and the speakers just before each session. The chairpersons are requested to arrive at the session room at least **15 minutes** before the session starts. Please confirm that all the speakers are in the session room, and receive "**Speaker's Biographical Form**" from each speaker. The chair/co-chair is requested to get acquainted with each speaker and to discuss the matter of the session.

Conducting the Session

- (1) Session staff will provide you with an **Evaluation Sheet** and other applicable documents.
- (2) The duration of each presentation is **25 minutes, including discussion** (a 20 minutes talk and a 5 minutes of discussion would be considered standard). Please indicate the elapsed time to the speakers appropriately and keep to the session schedule. The chair/co-chair is asked to indicate the remaining time by ringing the bell as follows:
 - Ring once: 15 minutes from start of the presentation**
 - Ring twice: 20 minutes from start of the presentation**
- (3) At the beginning of each presentation, the chair/co-chair will briefly introduce each speaker and the title of the paper with "Speaker's Biographical Form" as a reference.
- (4) Please tell the audience that **photography and recording are prohibited in the session room**.
- (5) **In the case of "no-show", do not move to the next presentation**. The session should be synchronized with all the presentations in other sessions.
- (6) At the beginning of the question-and-discussion, please be aware of the questioners to state their name and affiliation first.
- (7) After the session, **please complete and return the Evaluation Sheet to the staff in the session room**.

Program Committee, IGTC 2019 Tokyo