分組發表會主持人須知

1. 請提早10分鐘到達發表會場。
2. 請掌握時間，準時開始與結束。
3. 主講人的報告時間為10分鐘，另加5分鐘問答。報告7分鐘響鈴一聲，10分鐘響鈴兩聲，請主持人提醒主講人結束報告。
4. 鼓勵參加者提出問題。
5. 若報告時間已到，請告知提問者在分組報告結束後請教主講人。

**Guidelines for Session Chair**

* Please kindly check the Conference Schedule, and be clear about the time and room of the session that you are chairing.
* Please be available in your designated room at least 10 minutes prior to your session.
* Announce that the time allotted to each paper (including all the co-authors) is of 10 minutes followed by 5 minutes of Q & A. Total time is 15 minutes for each paper.
* Announce that the staff in the room will ring a bell and raise a placard at 9 minutes to signal that there is only 3 minutes left. There will be another long ring at 10 minutes when time is up.
* The order of the presentations should be the same as that listed in the Proceedings.