



SESSION CHAIR GUIDELINES

Important Information

- Should not all of the speakers be present for your session, we would ask you to proceed directly with the next presenter listed in the program rather than wait and leave a presentation gap.

Before the session

- On arrival, please register at the registration desk located on the 5th Floor of the Nanjing International Youth Cultural Center. The registration desk will be open at the following times:
 - Thursday 26 October 2017 0800 - 1930 hours
 - Friday 27 October 2017 0700 - 1900 hours
 - Saturday 28 October 2017 0700 - 1730 hours
- Speakers have been asked to check-in at the speakers lounge, located in Room 502 of the Nanjing International Youth Cultural Center to load their presentations at least 3 hours prior to their presentation time. Use of personal laptops during presentations is not permitted – all presentations must be run from the session room computer. The speakers lounge will be open at the following times:
 - Thursday 26 October 2017 0800 - 1930 hours
 - Friday 27 October 2017 0700 - 1900 hours
 - Saturday 28 October 2017 0700 - 1730 hours
- Please meet your speakers in the session room at least 10-15 minutes before session commencement. At this time you should check that the room is set up appropriately and the speakers are familiar with the equipment. Once in the room you will find updated session chair notes, including housekeeping notes, on the lectern.

During the session

- Please remind speakers of the following:
 1. Speakers are to advance their own slides.
 2. Speakers will use the lectern microphone.

Session chairs can make announcements or introduce speakers from the lectern microphone.

- **Speakers must not exceed their time limit. It is essential that you adhere to the program times.**
- Special announcements may need to be made at the beginning or end of the session. Any announcement or housekeeping notices will be placed on the lectern.
- Session chairs are required to lead and stimulate discussion and questions on each presentation if time permits or as advised in the program.
- Please ensure your session concludes on time.