

Guideline for Oral Session Chairs of ICP2016

The first speaker in the oral session will take the role of the chairperson for the session. In case of the first speaker's absence, the second speaker will take over the chairperson's role.

■ WHAT TO DO AS CHAIRS

1. Tasks before the First Day of the Conference

- Be Aware with Your Session

The Scientific Program is available on the website; <http://www.icp2016.jp/program08.html>. Please be aware of speakers in your session. Collection of Abstract published by Wiley will be available on the website too. Please keep checking the ICP2016 website; <http://www.icp2016.jp/>. Read carefully and try to understand the outlines of the papers in your session.

2. Task on the First Day of the Conference

- General Registration

Register at the registration desk is located on the second floor of the Conference Center of Pacifico Yokoyama

3. Tasks on the Day of your Session

- Come to the Session Room

Please come to the session room 20min. before the session starts.

- Confirming the arrival of all the speakers

Confirm the arrival of all the speakers of your session.

If a speaker has not arrived by the time of the presentation, announce that the presentation is withdrawn and call a break. Keep to the schedule: start the next presentation at the time indicated in the program.

- Announce to speakers about a Certificate of Presentation

A certificate of presentation will give a speaker after his [her] presentation is finished if he [she] wants to. Please let speakers ask secretariat members to have it.

4. Tasks in Session

- Helping the speaker with the presentation tools

Secretariat members are to help the speakers use the presentation tools such as a PC, a microphone, and a laser pointer. If the speaker is not familiar with the use of them, please help him [her].

- In case of emergencies (Sudden illness, injury, fire, natural disaster, etc.)

If an emergency happens, committee and secretariat members would take care of the situation. According to the judge of committee or secretariat members', please tell the audience about the situation and take a break or continue the presentation.

■ HOW TO RUN THE SESSION

1. Starting the Session

Open the session on time. When few attendees are seated and the hall is noisy, announce that the session will be opened soon and ask the attendees to be seated. Once you start the session, the hall will usually get quiet. Start the session without waiting long.

First, Chair declares that the session is to be opened. Then, tell attendees taking photos and audio recording are not allowed according to the ICP2016 regulation.

2. Introduction

Introduce yourselves. If necessary, you can explain the characteristics of your session and the speakers (/presenters). Please be brief.

3. Regular Presentation

Read the title of the paper and the name of the speaker only but **not** the names of all of the authors.

4. Time Management

The duration of an oral presentation is 15 minutes, including discussion time.

The chairperson is to ensure that each speaker's presentation is within the 15 minute time window and that the total duration of the session is within 90 minutes.

A member of the Secretariat measures the time and rings the bell in the following manner:

- 12 minutes from the beginning of a presentation (one ring)
- 15 minutes from the beginning of a presentation (two rings)
- (One ring for every minute later on)

5. Discussion

- Starting Discussion

After Speech, announce the start of Discussion.

Ask the audience for questions and comments.

At the beginning of Discussion of the first presentation, announce the following:

1. Please state your name and affiliation
2. and Please use the microphone.

If a questioner starts speaking without using a microphone, let a member of the secretariat bring a microphone to him [her] or ask him [her] to come to the nearest floor microphone.

If the questioner speaks too quietly, ask him [her] to speak louder.

If the hall is noisy, ask the audience to keep the noise down.

- Assistance in Discussion

If the time is running short and there are no questions or comment, move on to the next presentation.

- Termination of Discussion and move to the next presentation

After checking the time, announce the termination of Discussion.

If the questioner asks the details of the presentation such as the development procedure or particular numbers, and the speaker is not able to respond properly, then recommend the questioner to "discuss off-line."

Before closing Discussion, ask the audience to "give a big hand to the speaker," or to "Thank the speaker again" (since there was already applause when the speech itself ended).

Even if the presentation ends early, keep to the schedule: take a short pause so that the next presentation begins as scheduled.

- Change of the speaker

If the expected speaker is changed, simply introduce the new speaker without mentioning the cause of the change. The new speaker might explain it.

- Absence of the expected speaker

If the expected speaker does not show up and if no one will present on behalf of him [her], announce that the presentation is withdrawn and the session will have a break. Within the session, however, the chairs can bring forward next papers with the approval of following speakers. Keep to the schedule: start the next presentation as scheduled.

6. Closing the Session

Before closing the session, propose to give a big hand to all the speakers of your session:

Before closing,

1. let us thank all the speakers of this session. or:
2. let us give another round of applause for all the speakers of this session.

Declare the close of the session and thank the audience, if you wish.

Announce the starting time of the next session and messages, if any.

In the last session of the Conference thank the audience and the Secretariat for their cooperation.

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