

Session Chair Guidelines

1. Session Information

1) Daily Program

- Clicking on each session to go to the detailed program including abstract and chair. [Daily Program | GSS 2023](#)

2) Official language

- English (no interpretation is provided)

3) Presentation time of each session

Category	Presentation Time	Q&A Time
Plenary	20 min./speaker	18 min. PT & 2 min. Q&A immediately after each presentation
Keynote	15 min./speaker	13 min. PT & 2 min. Q&A immediately after each presentation
Oral	10 min./speaker	8 min. PT & 2 min. Q&A immediately after each presentation

4) Setting for chair desk

- AV equipment: Monitor, Timer
- Name plate for chairs, Session Chair Guidelines (printed) and a bottle of water are prepared on the table.
- Speaker's CV and abstracts

Category	Plenary & Keynote	Oral
CV	Printed CVs are prepared on the table	Not provided
Abstract	Printed abstracts are prepared on the table, if submitted.	Printed abstracts are prepared on the table.

- On-site staff will prepare materials for each session and put them on the chair table.

2. Session management guidelines

Before the Session

- A. Arrive the session room about 10 min. prior to the start of the session.
- B. Start your session on time.
- C. Briefly, introduce yourself and welcome the participants to your session

Before Each Presentation

- A. Plenary and Keynote
 - Briefly introduce the speaker by referring to the given CV and introduce the presentation title by referring to the abstract or final program book.
- B. Oral Presentation
 - Introduce the speaker's information (name, organization and country) and presentation title by referring to the abstract or final program book.

After Each Presentation

- A. Plenary
 - **2 min. Q&A** immediately after **each 18 min. presentation.**
 - Please encourage the audience to ask questions, and if there are no questions, ask the speaker some questions.
- B. Keynote
 - **2 min. Q&A** immediately after **each 13 min. presentation.**
 - Please encourage the audience to ask questions, and if there are no questions, ask the speaker some questions.
- C. Oral Presentation
 - **2 min. Q&A** immediately after **each 8 min. presentation.**
 - Please encourage the audience to ask questions, and if there are no questions, ask the speaker some questions.

No-show Management

- A. In case of no-show (on-site presenter is not present), the on-site staff will inform the session chair.
- B. Upon receiving a presenter's absence notice, inform the audience of the presenter's absence, and proceed with the next presentation.

Closing the Session

- A. Briefly wrap-up the session.
- B. Extend the appreciation to the speakers and audience of your session.