

## Instructions for Chairpersons

Dear Chairpersons,

All of the ISTS staffs greatly appreciate your kind cooperation of the session handling and cordially request you to serve as a session chairperson. The session chairperson is responsible for the following items cooperating with your co-chairperson.

### Check the Session Program

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The tentative program is available in the ISTS web site ([Tentative Program](#)).

And please check the ISTS website occasionally in case the latest information will be uploaded without notice.

### Evaluation of Student Session Papers and Presentations.

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The chairpersons assigned to the student sessions (which is designated by “-s” in the session number) are requested to evaluate both their paper and presentation. Please read the papers before the session, and at the end of your session, fill in the evaluation sheet and hand it to the attendant of your session room.

### Speakers Briefing

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Please come to the session room 10 minutes before the session starts, when you can contact with the speakers. If there are any cancellations, additional requirements of visual aid etc., please inform the room attendant immediately. Make sure whether all the speaker's information sheets are at your hand, which you can use for introducing each speaker.

### Session Management

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Please make a brief introduction of the session title and the chairpersons at the beginning of the session and that of the presentation title and the speaker at the beginning of each presentation.

Please make the introduction shortly, so that the paper presentation time will not be reduced much.

### Time Keeping

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Usually, one session includes 4 thru 6 presentations. Each presentation has 20 minutes for the general technical sessions and 30 minutes for the special organized sessions,

including comments and discussions.

Please keep the start time of each presentation as scheduled. Do not move forward the start time even some papers are cancelled.

Indicate the bell signaling rule to the speakers as follows:

	Technical Sessions (20 min each)	Organized Sessions (30 min each)
First Signal (one chime) (should end the presentation in 5 minutes)	10 minutes	20 minutes
Second Signal (two chimes) (should end the presentation and open comments and discussions)	15 minutes	25 minutes
Third Signal (three chimes) (Assigned time is over. Move to the next speaker)	20 minutes	30 minutes

### **Chairperson's Instruction Kit (before ISTS meeting)**

We will send you "Chairperson's Instruction Kit" by E-mail which shows the task before, during and after the symposium. If you could not get it until May 23, please contact Program Office.

"Chairperson's Instruction Kit" includes announcement for speakers and participants, the latest program of your session with cancellation, the papers of presentations in your session, the evaluation sheet (only for Student Sessions), and other information materials.

Generally, in each session, at least one Japanese of the program sub-committee (in charge of your session) and a room attendants (student assistants) will stand by to assist the management of your session. If you have any questions or requests, don't hesitate to ask them or directly come or call to the ISTS secretariat. Thank you so much again for your kind cooperation and we are looking forward to seeing you in Okinawa.

Sincerely yours.

ISTS Program Committee

### **Contact**

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