

# Instructions for Chairpersons

Note : All dates and time are shown based on JST (Japan Standard Time).

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***

The Tentative Program is available on the ISTS web site. Please check the ISTS website occasionally in case the latest information will be uploaded without notice.

**In case of cancellation, cancelled paper No. will be announced on the bulletin board in front of your session room at the symposium venue.**

## ***Evaluation of Student Session Papers and Presentation***

The chairpersons assigned to the student sessions which will be organized on June 20 (Thurs.) are requested to evaluate both their papers and presentations. Please read the papers before the session, and at the end of the session, fill in the evaluation sheet and hand it to the attendant at the session room.

## ***Speakers Briefing***

Please come to the session room 10 minutes before the session starts, when you can contact the speakers. If there are any cancellations or other important information, 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***

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***

Usually, one session includes 4 thru 6 presentations. In general, each presentation has 20 minutes. 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:

### ***In case the presentation time is 20 minutes***

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

***In case the presentation time is NOT 20 minutes***

First Signal (one chime) (should end the presentation in 5 minutes)
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Second Signal (two chimes) (Assigned time is over. Move to the next speaker)
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***Delivery of Chairperson's Instruction Kit before Symposium***

We will send you "Chairperson's Instruction Kit" by E-mail which shows the task before, during and after the symposium. If you do not receive it by **June 7, 2019**, please contact to the Abstract Desk. "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 attendant (student assistant) will stand by to assist the management of your session. If you have any questions or requests, please do not hesitate to ask them or directly come or call to the ISTS secretariat at the symposium site.

Thank you so much again for your kind cooperation and we are looking forward to seeing you in Fukui.

Sincerely yours.

ISTS Program Committee

***Contact***

32<sup>nd</sup> ISTS Abstract Desk

c/o Japan Convention Services, Inc.

Email : ists2019-paper@convention.co.jp