Session Chairperson's Responsibilities

Many thanks for your assistance. Please follow the guidelines below for session chairs.

Session chairs have the following responsibilities:

1. Before the session, identify the presenters and ensure that all presenters have uploaded their files to the computer in the venue.

2. During the session,
   ➢ introduce each presenter and paper;
   ➢ be certain that the presenting author and discussant follow the time guidelines (especially those in the Peony I and II as the hotel staff have very limited amount of time to prepare the room for the next function)
      ■ For a three-paper session, each presentation takes at most 20 minutes.
      ■ For a four-paper session, each presentation takes at most 15 minutes.
      ■ Each discussant has at most 8 minutes for discussions.

3. Time "warning" cards will be available for your use in each room.

Please note that we will provide computers and LCD projectors to run PowerPoint presentations in all sessions. The computers will be loaded with Microsoft Office 2010 software. Overhead projectors WILL NOT be available.