Guideline for all session chairs (ISS2023)

General information
Each session has one or two chairpersons. In the latter case, please contact your co-chair for session handling prior to the commencement of the session. Generally, there will be a program committee member in the presentation room. They will help you to run the session if necessarily.

Responsibilities of the session chair
Cooperate with your co-chair to moderate the session.

For Oral Sessions,
Please watch your watch (or timer) to ensure your session is on time.
Declare the start and the end of the session to all participants.
Reserve the last 2-3 minutes of each presentation for discussions and handle questions and comments. Close the session on time.

For Oral and Poster Sessions
Inform us of a no-show presentation if it happens. This is necessary because we will reject a proceedings manuscript whose contents are not based on the ISS2023 presentation.

<u>To-do list</u>

1. <u>For Oral Presentation</u>
15 mins before
 Enter the Meeting room.
 If you cannot, please email us at info4iss@iss-secretariat.org.

2-3 mins before Make the following announcement to the participants; however, skip it if you have no time.

Please set your mobile phone smartphone to silent mode or turn it off. Video recording, taking photos of presentation slides, and recording audio during lectures are prohibited in the venue. Session started.

Declare the start of the session.
Introduce yourself to the participants.
Introduce your co-chair to the participants (optional).

Presentation started.
If you face a no-show presentation, insert an extra break and restart the session as scheduled. In addition, let us know it by email (info4iss@iss-secretariat.org).

During the presentation
If the time runs out, encourage the presenter to close the presentation with a brief summary.

When the lecture cannot be finished on time
If the presenter does not seem to want to stop speaking, as the chair, please say the following:

"You only have a few minutes left. Please stop the presentation immediately for discussion."

or

"You have exceeded your presentation time, so please stop your presentation immediately."

Discussions Use last 2-3 minutes for discussions.
  Choose some questions and comments.
  Wait for the presenter to reply.
  Allow the audience to send questions or comments vocally if you still have time.

Presentation closed.
  Move on to the next presentation.

Break (if necessary)
  Announce the time for restarting the session.

Oral Session closed Declare the end of the session.

2. Poster Presentation

5 mins before
  Enter the Foyer room.
  If you cannot, please email us at info4iss@iss-secretariat.org.

Session started.
If the presentation has not started at the start time of the poster session, please encourage the presenter to speak.
Please introduce yourself to the presenter as the chairperson.

Presentation started.
If you face a no-show presentation, please let us know it by email (info4iss@iss-secretariat.org).

During the presentation
  Please encourage the presenter.

Poster Session closed.
If the presentation has not finished by the end of the poster session, please ask them to finish.

Emergency contact
Email us at info4iss@iss-secretariat.org.
We accept both English and Japanese in case of an emergency.