

Main Conference Session Chair Guide

Thank you for being the chair of your session! The Conference Committee would like to draw your attention to a few details about the conference's organisational structure. This guide will outline your responsibilities as the session chair.

START THE SESSION

Collect presentation slides before the start of the session. Once the session is ready to begin, you will open the session by:

- welcoming the attendees,
- introducing yourself,
- introducing the other speakers and the order which they will speak in.

Please be aware that some presenters may not show up (this happened in the past conferences). If this is the case in your session, it will be essential to maintain the schedule.

FACILITATE THE SESSION

Each parallel session will consist of three, four or five presentations and last one and a half hours.

- If you are chairing a session containing **three** presentations, you should limit each presentation to no more than 20 minutes and allow 5 minutes for Q&A after each presentation;
- If you are chairing a session containing **four** presentations, you should limit each presentation to no more than 15 minutes and allow 5 minutes for Q&A after each presentation;
- If you are chairing a session containing **five** presentations, you should limit each presentation to no more than 12 minutes and allow 5 minutes for Q&A after each presentation.

To keep the session in sequence, we recommend you notify the speaker when there are 3 minutes and 1 minute left respectively. In addition, you may stop the speaker once the time is up.

AFTER THE SESSION

Email the collected presentation slides to the ATRS administrator (atrsmailbox@gmail.com) and report any no-show case in the email.

Thank you for working with us, and we hope you have a great session! We look forward to seeing you soon at the conference.

Best Regards,
Anming Zhang, ATRS President
Sarah Wan, VP of Programs
Rosario Macario, ATRS Conference Chairwoman