



IGTC2023 Kyoto

November 26(Sun.) – December 1(Fri.), 2023
<https://igtc2023.org/>



Instructions for Session Chairpersons

Thank you for accepting to serve as a session chairperson at IGTC 2023 Kyoto. Your role is important for the success of this conference. The chairpersons are asked to take complete charge of their session, and requested to encourage discussion. Attention should be given to the time schedule of the session.

The Headquarters of the Program Committee will be in the GTSJ Secretariat Room (Room 101 on the first floor of the congress site). When you need assistance, please contact session staff (a member of the Program Committee and a student assistant) assigned to each session room.

The official language of the Congress is English. If necessary, it would be appreciated if the chairpersons could help communication between speakers and attendees asking questions.

Chairpersons are requested to pay attention to the following items:

Speaker's Meeting

There will be a short meeting among the chairpersons and the speakers just before each session. The chairpersons are requested to arrive at the session room at least **15 minutes** before the session starts. Please confirm that all the speakers are in the session room. The chairpersons are requested to get acquainted with each speaker and to discuss the details of the session.

Conducting the Session

- (1) The duration of each presentation is **25 minutes, including discussion** (a 20 minutes talk and 5 minutes of discussion would be considered standard). Please indicate the elapsed time to the speakers appropriately and keep to the session schedule. The chairpersons are asked to indicate the remaining time by ringing the bell on the chairpersons' desk as follows:
 - Ring once: 15 minutes from start of the presentation**
 - Ring twice: 20 minutes from start of the presentation**
- (2) The chairpersons will briefly introduce each speaker and the title of the paper.
- (3) Please tell the audience that **photography and recording are prohibited in the session room.**
- (4) **In the case of a no-show, do not move to the next presentation.** The session should be synchronized with all the presentations in other sessions.
- (5) At the beginning of the question-and-answer session, please ask attendees with questions to state their name and affiliation first.