

Guideline for Session Chairs

1. General responsibility:
 - Introduce speaker and paper title before every talk;
 - Invite questions from the audience, if time allows, at the end of each talk. Audience can also ask questions during a talk;
 - Conclude the session;
 - Strictly follow the schedule. Remind the speaker 3 minutes before the scheduled ending time. Mind your own schedule during your own talk;
 - We have one student helper designated to each session as the host. Please contact him/her if you need help.
2. For **regular technical session chairs**,
 - Sign in the session 2–3 minutes before the starting time and check the attendance of all the speakers;
 - Test the system with all the speakers, such as video, audio, and slide screen sharing before the session starts;
 - Note that each presentation, including Q&A, should be done within 30 minutes. Please remind the speaker 3 minutes before the scheduled ending time;
 - Please strictly follow the timetable. If there is a no-show speaker, leave the timeslot open and **don't** move up the subsequent presentations.
3. For **all memorial session chairs**,
 - Your session may have more than 4 speakers. Please try to control the pace of presentations accordingly so that the session can be finished within a 2-hour time framework.