SLPC2024 Session Chair Instruction

Thank you for your cooperation in smooth session control.

Please appear at your session room **at least 15 minutes** prior to the session start.
Keeping speakers on time is crucial for smooth and on-time proceeding of the program.

Please make sure that your next contributor(s) appeared at the Next Speaker's Seat, before moving to the next presentation.

In the event of cancellation of presentation(s), please take its assigned time for a break and re-start the session with the next presentation as originally scheduled.

1. Please introduce yourself to start the session, then, the title of presentation and the name of contributor to start each presentation.

2. The time allocated for each presentation is as follows:
* Session times include 5 minutes-Q&A Session at the end

Plenary Talk:	40 minutes (35 min. for presentation, 5 min. for Q&A)
Invited Talk:	30 minutes (25 min. for presentation, 5 min. for Q&A)
Contributed:	15 minutes (12 min. for presentation, 3 min. for Q&A)

3. Time keeper is assigned to each session room for time management.
   Speakers will be notified of their remaining time by the following rule.

5 min remaining:	1 ring
Out time for presentation:	2 rings
Out time for Q&A:	3 rings
Thereafter:	1 ring for every minute elapsed

Please encourage your speaker to end presentation when significant overtime elapsed since the second signal.

4. If no questions were raised from the floor during Q&A session, please make a couple from the chair to the contributor.

5. It is desirable that you sum up presentations and discussions made in the session, and present a brief summary at the end of session. It is also desirable that audience are given house keeping announcements that may include lunch, coffee break, social events and other information deemed necessary.