

Manual for Session Chairs, ITS2010Tokyo

In principle, four or five presentations are to be included in one session. The time allocated to each session is 90 minutes except for the final sessions in the afternoon on June 28 and 29, which will be extended to 120 minutes.

Each presenter can use up to 15 minutes for his/her presentation, which will be followed by a few minutes for questions and answers. Total time allocated to one presentation will be from 18 to 24 minutes on average, depending on the number of presentations and the length of the session. However, please do not forget to allow time for changing presenters between presentations.

Each presentation room is equipped with a PC and a projector. Microsoft PowerPoint is available. All presenters in the session are requested to save their presentation files in the PC before the session starts. Presenters are requested to bring their PowerPoint presentation file in a USB flash memory. Please note that the PowerPoint software installed on the PC is not necessarily the latest version. Internet access will not be provided in session rooms.

The role of a session chair is:

1. to manage the timing of presentations and Q&A so as to complete all presentations on schedule;
2. to introduce the presenter (name and affiliation) and the presentation title before he/she starts the presentation;
3. to promote exchange among participants by encouraging them to raise constructive questions and to make comments on each presentation; and
4. to deliver messages to session participants, if any.

Please be advised that all presenters are to be provided with equal opportunities in the session. A staff member will stay in each room and assist you and the presenters.

The schedule is very tight. Your cooperation for ensuring strict time management is very much appreciated.

Further information will be available on the Conference website:
<http://www.its2010tokyo.com/index.html>

Your cooperation is very much appreciated.

Hitoshi Mitomo
Conference Co-Chair