



Instruction to Chairs and Presenters

Arrival

Please come to the “Time keeper’s desk” at the left-front of the room and let the staff know by 15 minutes before the starting time.

Process and Timing

Chairs are expected to ensure that all presentations start and finish punctually as scheduled.

Time allocation for each presentation is as follows. Staff will assist with timing by bell signal.

Total	Presentation	Discussion	1 ring	2 rings	3 rings
25 min.	20 min.	5 min.	3 min. left to the end of presentatin	End of presentation	End of discussion
30 min.	25 min.	5 min.	3 min. left to the end of presentatin	End of presentation	End of discussion
40 min.	35 min.	5 min.	3 min. left to the end of presentatin	End of presentation	End of discussion
50 min. Special Lecture	40 min.	10 min.	3 min. left to the end of presentatin	End of presentation	End of discussion