IWAMD 2023 – THAI NGUYEN, VIETNAM

Instructions for Session Chairs

Presentation time:

- **Plenary** presentation (**30** minutes): Each talk runs for **25** minutes, followed by **5** mins for Q & A.
- **Keynote** presentation (**25** minutes): Each talk runs for **20** minutes, followed by **5** mins for Q & A.
- **Invited** presentation (**20** minutes): Each talk runs for **15** minutes, followed by **5** mins for Q & A.
- **Oral** presentation (**15** minutes):   Each talk runs for **10** minutes, followed by **5** mins for Q & A.

Please follow the following instructions to chair your session:

1. **Before the workshop**, please check out which session you will chair and notify the Program Committee if any change is needed.
2. **At the workshop**, please arrive at the room of the session at least 10 minutes prior to the start of the session.
   - Confirm the attendance of each presenter and familiarize yourself with the venue and equipment.

   - Check the laptop and technology and alert any of the technicians or student volunteers of any problems.

   - Make sure that each presenter has copied their presentation onto the presentation computer and tested it. If they are using their own equipment, make sure the presentation has been tested. Please encourage all presenters to test their presentation.

3. **During the session**, please introduce yourself and your co-chair (if available) to the audience.
   - Please remind presenters of the total time (presentation and Q&A) for each type of presentation (see above).

   - At the beginning of each presentation, please introduce the presenter and the title. Please check and pronounce each presenter's name correctly.

   - Make sure the presenter adheres to the time limit. Set up a two-minute warning to notify the presenter. Keep strictly to the time guidelines.

   - After each presentation is finished, thank the presenter, and ask if the audience has any questions for the presenter. Please prepare yourself a question for the presenter if there is no question from the audience. Doing this would encourage audience members to raise questions.

   - If you are a presenter in your session, please ask your co-chair to introduce your talk, as well as to give you the appropriate time warnings.

4. **After the session is completed**, thank all the presenters and the audience for their attention and conclude the session.