



## **Instructions for Chairpersons**

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### **For Chairpersons of the session**

All chairpersons are requested to come to the chairpersons' reception desk no later than 30 minutes prior to the beginning of the session. Due to the large number of presentations to be made during the congress, chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled.

### **For Chairpersons of the Poster Symposium**

Your session will be held in sit-down style. Presenters will be informed beforehand to give a summary within about 3 minutes. To facilitate the smooth flow of your session, we would suggest that you categorize and sort the abstracts beforehand according to their contents.

### **For Chairpersons of the Poster Symposium and Poster Presentation**

Please select one presenter as the winner of the "The Best Poster Award" in your session. Conditions for selection are given below. Please announce the winners Poster No. and name to the secretariat at the poster desk after the presentation **by 13:00**. The secretariat will mark the winning posters on the poster board.

[Criteria for selection]

1. The presenter with greatest aptitude for presentation and demonstration performance and who has the most impact on the audience.
2. The presenter who seems to have talent and holds promise for successful future research.