



# 35th ISTS

## Information for chairpersons

**Academic sessions will be held in face-to-face format.**

**\*Request to chairpersons**

**You must be wearing a badge to enter the session venue.**

July 9th, 2025

# Session process

## 1. Meeting time

- In-person chairpersons should be at the venue 15 minutes before the session begins. Please sit in the chairperson seats.

## 2. Confirming attendance and preparing for presentations

**\*Speakers come to the venue 15 minutes before the session starts**

- Please confirm which speakers are in attendance at the venue.
- For in-person speakers
- The speakers use their own computer to present, so tell them to connect it to LCD projector in the venue.

## 3. Starting the session/presentations

- In principle, presentations and questions will be in English.
- Announce the speaker's information (affiliation, name and so on). Each speaker's information is either sent to the chairpersons via e-mail or handed in the session room.
- When these preparations are complete, tell the speaker to start their presentation.
- In principle, each presentation lasts 20 minutes (roughly 15 minutes for the presentation and 5 minutes for the discussion). Make sure that the time for each speaker totals 20 minutes or less.

**\* For the student session , the presentation is 10 minutes and the discussion is five minutes.**

- Please help the timekeeper. If the speaker continues even after their time is up, tell them to conclude their presentation.
- Make sure you have a watch or timer.

## 4. Closing the session

- Verbally tell audience members when the session is finished.

**\* If you have any questions, please ask a staff member at the venue.**