Guideline for Session Chairs

1. General responsibility:
   - Introduce speaker and paper title before every talk;
   - Invite questions from the audience, if time allows, at the end of each talk. Audience can also ask questions during a talk;
   - Conclude the session;
   - Strictly follow the schedule. Remind the speaker 3 minutes before the scheduled ending time. Mind your own schedule during your own talk;
   - We have one student helper designated to each session as the host. Please contact him/her if you need help.

2. For regular technical session chairs,
   - Sign in the session 2–3 minutes before the starting time and check the attendance of all the speakers;
   - Test the system with all the speakers, such as video, audio, and slide screen sharing before the session starts;
   - Note that each presentation, including Q&A, should be done within 30 minutes. Please remind the speaker 3 minutes before the scheduled ending time;
   - Please strictly follow the timetable. If there is a no-show speaker, leave the timeslot open and don’t move up the subsequent presentations.

3. For all memorial session chairs,
   - Your session may have more than 4 speakers. Please try to control the pace of presentations accordingly so that the session can be finished within a 2–hour time framework.