



Session Chair Guidelines

Firstly, we would like to express our appreciation to you serving as our session chair. With your great assistance, we believed our conference will go smoothly. As the organizers, we will take dedicated efforts and collaborate actively for all participants. And to have a well-organized conference with good academic environment, we sincerely hope to get your support.

We need your assistance upon following aspects:

1. When getting the program, please have a general idea of the schedule, if the schedule has conflicts with your original plan, such as you can't present the whole conference, please contact with the organizer on site in time.

2. Preparing work.

20 minutes before the session starts, please go to the registration desk, contacting actively with the conference specialists to get **Presentation Evaluation Form** and relevant information of presenters.

15minutes before the session stars, Session chairs need to arrive at conference room, letting the author copy their presentations to the computer.

3. Presentation

1). At the beginning of the conference, please make a brief introduction (such as your nationality and institution).

2). Please introduce each presenter's name, the topic of his/her report and propose cordials applause to the presenter,

3).Please score each presentation according to the items in **Presentation Evaluation Form**.

4. Time control

1). Please strictly control the reporting time, to ensure the conference run within the stipulated time.

2).please remind all presenters enter the conference room in time, especially the sessions after the Coffee Break, some of participants haven't realize the time due to well interaction and discussion.

5. Best presentation

At the end of session you chaired, please announce the best presentation of your session according to the score of **Presentation Evaluation Form**, the certificate will be awarded at dinner party. Please return the **Presentation Evaluation Form** to the registration table.

Note: Session chair's presentation will not be considered as best presentation, however, we will prepare the session chair's certificate and souvenir for session chair.

Session photo will be taken when the session finished. Please invite all participants in that session to join us.