

## Guidelines for Session Chairs of TSWIM 2014

First of all, we sincerely welcome all of you to TSWIM 2014. Thank you very much for serving as session chairs. Brief guidelines for session chairs are listed below.

- Please arrive at the meeting room of your session 5 minutes before the start of the session.
- Please try to identify all presenters before your session starts.
- Each presentation session is allocated 1 hour and 50 minutes for three paper presentations. We ask each presenter to finish his/her presentation in 20 minutes and leave 15 minutes for comments/suggestions by advisors and open floor discussion (Q&A) questions. Please follow this time guideline strictly.
- When you are ready to start the session, please introduce the session and explain how it will be conducted. For each paper presentation, please first introduce the presenter and the title of the paper, manage the time for the presenter, and facilitate the discussions between advisors and the presenter.
- Please finish your session on time.

Thank you very much for your assistance.