

IEEE ICIEA 2023

Guidelines for Session Chairs

We suggest the following guidelines as you may find them useful in managing your session.

1. Check the time and room assignment of your session.
2. Ensure that your session starts and ends on time.
3. We recommend that you be present at the assigned room 10 minutes before the starting time of your session to meet the in-charge person for your session. This should also give you enough time to familiarize yourself with the audio-visual equipment if necessary.
4. The total time for each paper is 20 **minutes including Q&A**. Please allow 3 minutes for Q&A and sufficient time for the speaker to get on and off the stage. Please announce at the beginning of the session that each presentation is required to finish on schedule. Please encourage more discussions after each presentation if the presentation ends early.
5. Please record papers that are not presented and pass on this information to the conference secretariat.
6. All mobile phones are to be switched off or set to silent or vibration mode prior to the start of each session. This should be announced at the beginning of your session.
7. Please contact the Conference Secretariat if you have any query or need any help.

Thank you for your generous help and support.