

2nd FASAVA 2009 and 35th VMLDAC 2009

CHAIR INSTRUCTION

Thank you for your contribution as a Chairman. In addition, we would like to share some pieces of information, which may be helpful.

- Each Session has one Chair (In the unfortunate case you cannot be present, please inform the scientific committee as soon as you can, so that we can organize a substitute Chairman.)
 - In each Session room there will be a technical assistant, responsible for presentation files and audio visual equipments and a room manager, responsible for overall smoothness of the Session.
 - Please appear at your session room at least 15 minutes prior to the session start.
 - It is advised to check the presence of all speakers before the start of the Session.
 - Keeping speakers on time is crucial for smooth and on-time proceeding of the program.
 - In the event of cancellation of presentation(s), please take its assigned time for a break and re-start the session with the next presentation as originally scheduled.
1. Please introduce yourself to start the session, then, the title of presentation and the name of contributor to start each presentation.
 2. Each speaker should be briefly introduced. To save time, we propose to mention only the speaker's name, and full title of the presentation.
 2. The time allocated for each presentation is as follows:
Plenary and Parallel Session: 50 minutes (45 mins for your presentation, 5 mins for Q&A)
Oral Presentation: 15 minutes (13 mins for presentation, 2 mins for Q&A)
 3. A time keeper person is assigned to each session room for time management. Speakers will be notified of their remaining time by the following rule.
 - 5 minutes remaining
 - 3 minutes remaining
 - Out time for presentation
 - Out time for Q&AThereafter: for every minute elapsed
- Please encourage your speaker to end presentation when significant overtime elapsed since the second signal.
4. If no questions were raised from the floor during Q&A session, please make a couple from the chair to the contributor.
 5. It is desirable that you sum up presentations and discussions made in the session, and present a brief summary at the end of session.

Yours sincerely,

The FASAVA 2009 Organizing Team