

# WORLD PM2024

## INSTRUCTION FOR SESSION CHAIRPERSONS

### 1. SESSION SCHEDULE AND ROOM

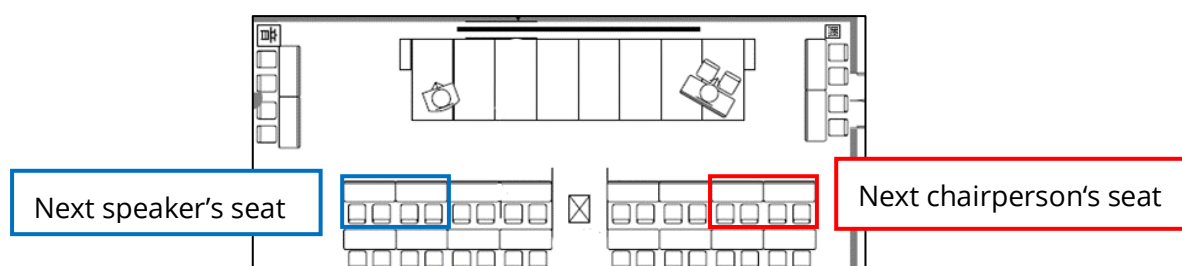
Please confirm the date, time and room of your session at the Program Details.

Program Details URL: <https://confit.atlas.jp/guide/event/worldpm2024/top?lang=en>

### 2. CHAIRPERSON'S SEAT & SPEAKER'S SEAT

You are requested to appear in the designated room 20 minutes prior to the session start.

Next Chairperson's Seats are located in the right front row next to the Chair's Seat.



Please meet your counterpart who will be co-chairing the session and confirm the schedule of the session. Speakers are also due to appear in the room 20 minutes in advance to the session starts. Please check the attendance of the speakers and report it to the room staff.

If your counterpart does not appear...

Please run the session by yourself.

If presenter(s) do not appear...

Please treat the presentation as withdrawal, and take a break with the time allocated to the cancelled paper. Do not shift other presentations forward.

### 2. TIME ALLOCATION FOR PRESENTATION

The time allocated for each presentation is as follows:

<b>Plenary Talks</b>	25 minutes (no discussion)
<b>Keynote Talks</b>	30 minutes including 5 minutes for discussion
<b>Special Invited Talks</b>	30 minutes including 5 minutes for discussion
<b>General Talks</b>	20 minutes including 5 minutes for discussion

The elapsed time is notified to speakers and chairpersons by the timer as below:

Presentation type	Time allocation	Caution (yellow light)	End of Presentation (red light)	End of Discussion (no warning*)
Plenary Talks	25 min	23 min	25 min	-
Keynote Talks	30 min	23 min	25 min	30 min
Special Invited Talks	25 min	18 min	20 min	25 min
General Talks	20 min	13 min	15 min	20 min

\*Please note that the timer will **NOT** inform of the timing of end of discussion. The timer will continue to run after the presentation time is over, and will count up to indicate the time. The time when 5 minutes passes, is the end of the time allotted, including the discussion time. Please check the timer and run the session on time.

#### **4. EVALUATION FOR ORAL PRESENTATION AWARD**

Chairpersons of some of the oral sessions are asked to fill in the Evaluation form for the selection of the Oral Presentation Award. Details will be informed to the chairpersons who are asked to do the evaluation for the award selection.

#### **5. EQUIPMENT FOR PRESENTATION**

Please look through the attached "WORLD PM2024 INSTRUCTION FOR ORAL PRESENTATION" as well for the information on the equipment for presentation and notes for presenters.

#### **6. MISCELLANEOUS**

**No** bottled water will be served at the chairperson's seat. Drinking water is available from the water dispenser placed at the coffee break area (3F lobby).