

# The 24<sup>th</sup> International Conference of Hong Kong Society for Transportation Studies

14-16 December 2019, Hong Kong

<http://www.hksts.org/conf.htm>

Organizers:



Hong Kong Society for Transportation Studies



City University of Hong Kong

## INSTRUCTIONS TO SESSION CHAIRPERSON

1. Arrive in the presentation room at least 10 minutes prior to the session start time, and liaise with the student helper before the session starts.
2. Start the session on time with brief introduction of yourself and the session title.
3. An oral paper will be allocated 15 minutes for the speaker's presentation, with an additional 3 minutes for Questions and Answers (Q & A). However, depending on the number of presenters and availability of time, Q & A can be handled flexibly by the session Chairperson. The time for each presenter should be closely kept under control by the session Chairperson.
4. The session Chairperson will give time signals (3-minutes, 1-minute and Time's up) to remind the presenters. Speakers should be asked to stop when the allocated time is up.
5. If the presenters over-run their presentation time, the time reserved for the Q & A session will be reduced accordingly. The session Chairperson will monitor the time left for Q & A and handle Q & A session flexibly. In some cases, Q & A will only be entertained at the end of each session.
6. The session Chairperson will give signals to indicate that the allocated time is over and it is time for the next paper presentation to be made.
7. The Chairperson will give announcement to the audience as required.