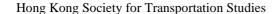
The 24th International Conference of Hong Kong Society for Transportation Studies

14-16 December 2019, Hong Kong http://www.hksts.org/conf.htm

Organizers:







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.