

N2026 Chair Guidelines

These guidelines apply to regular oral presentation sessions.

1. Role of the Chair

Thank you for serving as a session chair at N2026.

The chair is responsible for:

- Opening and closing the session
- Introducing speakers
- Moderating questions and discussion
- Keeping the session on schedule

“Please keep the session on schedule.”

2. Before the Session

- Check the session program on Confit in advance.
- Arrive at the session room 15 minutes before your session starts.
- Confirm the list of presentations and their order.
- Please confirm the timekeeping arrangements and technical support procedures with the room staff before the session.

3. Managing the Session

Timekeeping

Please ensure that all presentations and discussions remain within the allocated time.

- Presentation: 12 min
- Q&A: 2 min
- Changeover: 1 min

A timekeeper will be assigned to each room and will provide bell signals as follows(elapsed time from the start of each presentation):

- 10 min: One bell (first warning)
- 12 min: Two bells (end of presentation)
- 14 min: Three bells (end of Q&A)

*** * Please keep the session strictly on schedule. * ***

- Do not allow presentations to exceed their allocated time.
- Conclude discussions when necessary to maintain the schedule.
- Start each presentation at its scheduled time whenever possible.
- Ensure the session ends on time.

Opening the Session

If you are chairing the first presentation in the session block, briefly introduce yourself and announce the session title.

Introducing Speakers

Please introduce each presenter by name and announce the title.

4. Questions and Discussion

- Please conduct discussions in English.
- Encourage concise questions and answers.
- Please ask audience members to use the floor-standing microphone when asking questions.

5. If a Presenter Is Absent

If a speaker is absent:

- If a presenter is absent, leave the scheduled time slot vacant. Do not change the presentation order or start subsequent presentations earlier than scheduled.
- Do not change the presentation order.
- Start the next presentation at its originally scheduled time.

6. Technical or Operational Issues

If any technical or operational issues occur:

- Please contact the room staff immediately.
- Room staff will provide support and coordinate the necessary response.

7. Closing the Session (if you are responsible for the last speaker.)

If you are chairing the final presentation in a session block, please thank the presenters and audience, and close the session on time.