



The 18th International Symposium on Transportation and Traffic Theory (ISTTT18)

www.isttt18.org

INSTRUCTIONS TO SESSION CHAIRPERSON

It is very important to ensure that each session starts and ends on time, and presenters adhere to their allotted times. To ensure that the session run smoothly and on time, we suggest the following operational procedure:

1. Time management is critical. For this Symposium, each presenter will be allocated a timeslot of 25 minutes in total, of which the first 20 minutes are for presentation, and the remaining 5 minutes for Q & A.
2. The session Chairperson should remind the presenter when three minutes are left for his or her presentation.
3. If a presenter over-runs the 20 minutes of presentation time, then the time reserved for Q & A should be reduced accordingly. In some cases, Q & A will only be entertained at the end of the session.
4. Please ensure that each presentation keeps to the total duration of 25 minutes.
5. The Chairperson will introduce each speaker and give announcement to the audience as required.