Guideline for Symposium Organizers

Pre-Session Preparation

- **Arrive Early**: Go to the corresponding room about 10-15 minutes before the session.
- **Review Schedule**: Check for any following plenary activities to announce at the end of the session.
- **Get to Know Technical Assistants**: Introduce yourself with the technical assistants in the room.
- **Coordinate with Presenters for Technical Check**: Identify the presenters (both onsite and online) and arrange a technical check with them. If any unique requirements or operations are needed for their presentation, please consult with the technical assistants.

During the session

- **Introduce Symposium Structure**: At the beginning of the session, clearly outline the structure of the symposium. Inform the audience when they will have opportunities to ask questions: specify whether there will be individual Q&A sessions immediately following each presentation or a collective Q&A session at the end.
- **Understand Time Management**: Although you have discretion over the flow of the session, ensure that all contents and discussion do not exceed the given time. All symposium slots are allocated at least 90 minutes.
- **Handle Q&A**:

a. Invite the audience to ask questions at the standing microphone.
b. Monitor questions from online participants via Zoom chat messages.
c. Repeat or summarize questions, if necessary.
d. If a question or answer is lengthy, politely intervene to keep things moving.

Closing the Session

- **Thank Attendees and Speakers**: Thank the audience and speakers for their participation.
- **Announce Follow-Up Activities**: Announce any subsequent plenary activities.

For any questions or further assistance, please contact Dr. Makiko Sadakata before the 23rd of August. You can also reach out to the Reception Desk during the conference or to the technical assistants present in the room during the session.