

Instruction for Chairpersons

Conference Program

Please visit the following website for information about the program.

<https://www.apnno2018.org/>

Procedures for Chairpersons

To run the sessions smoothly, chairpersons are requested to confirm the following.

<Before the Session>

Chairpersons are requested to be seated at the Chairperson's Seat at least 15 minutes before the session starts.

<During the Session>

1) The number of Chairpersons varies depending on the Session. (1~3 Chairpersons) Chairpersons are expected to introduce the presenters and moderate discussions during the sessions.

2) In case a speaker does not appear by the time of their presentation, the chairperson is responsible for announcing the cancellation of the speaker and start the next presentation on schedule. Please do not move up or switch the order of the presentations even if the speaker appears tardily during the session.

3) Please inform the following to the audience once the session starts.

Information about the session:

- Chairperson's name and organization
- Name/organization of the Speaker followed by the Title of the paper
- The time allotment for each contributed paper

Precautions during the session:

- Cellular phones should be turned off
- The use of any cell phones, camera, video recorders, and other devices used for recording the sessions is strictly prohibited.
- People who ask questions or make comments should introduce themselves before their questions or comments.

4) The time allocation for lectures is as followed.

Keynote Lectures:	30 minutes (25 minutes presentation, 5 minutes Q&A)
Symposium Lectures:	20 minutes (17 minutes presentation, 3 minutes Q&A)
Lectures:	20 minutes (17 minutes presentation, 3 minutes Q&A)
Early Career Scientist Presentations:	10 minutes (10 minutes presentation)
	*Q&A for Early Career Scientists Presentations will be held after all Presentations have been made.

The session times of the presentations are listed in the program book.

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5) We will have a clock ready on the chairperson's desk. Our staff will ring the bell in the times instructed below, so please keep track of the time for each session.

• Keynote Lectures

After a lapse of	Number of bells	Meaning
22 min.	Once	3 min. remaining
25 min.	Twice	End of presentation
30 min.	Three times	End of discussion

• Symposium Lectures / Lectures

After a lapse of	Number of bells	Meaning
14 min.	Once	3 min. remaining
17 min.	Twice	End of presentation
20 min.	Three times	End of discussion

• Early Career Scientist Presentations

After a lapse of	Number of bells	Meaning
7 min.	Once	3 min. remaining
10 min.	Twice	End of presentation

6) If an audience has a question, please inform them to use a microphone.

7) At the end of the session, we may ask for the chairperson to make some administrative announcements if necessary.

8) If you have any questions during the sessions, please notify the conference staff.

Thank you for your cooperation.