

Technical Session Guide for the Session Chair

Before the Session

- Arrive at the session room 10 minutes before the scheduled start time.
- Select two other judges from the audience, in addition to yourself, to evaluate the presentation and give them the enclosed evaluation form.
- Confirm the presence of all presenters using the enclosed presenter check form.
- If a different person other than the designated presenter appears, please take note of the name, affiliation, and email address.

During the Session

- Start the session on time.
- Briefly introduce yourself and the session's topic to the audience.
- Remind presenters that each presentation is allocated 20 minutes:
 - 15 minutes for the presentation
 - 4 minutes for discussion
 - 1 minute for changeover
- A staff member will ring a bell:
 - Once at 13 minutes
 - Twice at 15 minutes
 - 3 times at 19 minutes.
- Introduce each presenter briefly before their talk using the enclosed short biography.
- Keep to the presentation schedule as closely as possible.
- If a presentation is canceled, maintain the session timing by waiting until next scheduled slot.
- Conclude the session with brief closing remarks.

Evaluation

- The ISMB19 Organizing Committee will present two awards: one for overall excellence and one for student presentation. In addition, selected papers may be recommended for special issues of the Journals of the Japan Society of Mechanical Engineers and Actuators (MDPI).
- As the session chair, please evaluate the presentations in your session using the enclosed form.
- If a paper is related to your own work, do not evaluate it yourself.
- After the session, return all complete evaluation sheets to the session room staff.

Thank you very much for your kind cooperation!