GUIDELINES FOR SCIENTIFIC SESSION CHAIRS

- Please arrive at the appointed session room in which you will serve as a Chair at least 15 minutes before it begins.

- Please start each scientific session on time and begin each session by briefly introducing the session theme and the other Chairs.

- Announcements to be made:
  - Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer on the screen. Please urge speakers who overrun to wrap up their presentations in the next 30 seconds.

- Please briefly introduce each speaker and their presentation topic with reference to the final program.

- The final program book cannot reflect some last-minute changes made to the program. Any changes to the program will be communicated to you by our staff. You can also look for updates at http://2017.asiateleophth.org/schedule.

- For free paper sessions, the presentation should be 7 minutes long, followed by 2 minutes of Q&A. Some of the free paper presenters have been invited to lead a 5-minute discussion subsequent to their talk. You will see 'Discussion' printed after their presentation in the program book. Please refer to the final program schedule for the session breakdown.

- For keynote sessions, the time allocated to each talk is 20 minutes followed by 5 minutes of Q&A after each presentation. There is a buffer of 5 minutes between each speaker. You can make use of the time to introduce speakers and their topics. Please refer to the final program schedule for the session breakdown.

- For invited sessions, the time allocated to each talk is 15 minutes followed by 3 minutes of Q&A after each presentation. There is a buffer of 5 minutes between each speaker. You can make use of the time to introduce speakers and their topics. Please refer to the final program schedule for the session breakdown.