

ISS2026 Oral Session Chair Manual

Thank you for serving as a Session Chair at ISS2026.

The Session Chair plays an important role in ensuring the smooth operation of the conference, maintaining the schedule, and facilitating productive discussions. Please review the following guidelines before your session.

Responsibilities of Session Chairs

Session Chairs are requested to:

- Ensure that the session proceeds according to the published schedule.
 - Introduce speakers and manage presentation timing.
 - Moderate questions and discussions.
 - Maintain a professional and inclusive atmosphere.
 - Report any no-show presentations or other issues to the conference staff.
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Before the Session

Please arrive at the session room at least **15 minutes before** the session begins.

Before the session starts:

- Confirm your assigned session room.
- Introduce yourself to the co-chair (if applicable).
- Confirm that all scheduled speakers are present.
- Check the presentation PC, projector, and microphone.
- Review the presentation schedule and allocated times.

If a presenter is absent before the session begins, please inform the conference staff.

Opening the Session

Suggested opening remarks:

Good morning/afternoon.

Welcome to this session of ISS2026.

My name is [Name] from [Affiliation], and I will serve as the chair for this session.

Let us begin with our first presentation.

Presentation Timing

Session Chairs are requested to keep presentations strictly on schedule.

Standard Presentation Times

Presentation Type	Allocated Time
Plenary Presentation	45 minutes
Invited Presentation	30 minutes
Regular Presentation	15 minutes

The allocated time includes approximately 5 minutes for questions and discussion.

Please ensure that sufficient time remains for discussion when managing presentations.

Important Note

Some invited presentations in **WB sessions** are allocated **25 minutes** instead of 30 minutes.

Please carefully check the final program and follow the time allocation shown for each presentation.

Time Management

Suggested announcements:

Five minutes remaining.

One minute remaining.

Please conclude your presentation.

Thank you. We will now proceed to the discussion.

If necessary, the chair should politely interrupt the speaker to maintain the session schedule.

Questions and Discussion

At the conclusion of each presentation:

Thank you for your presentation.

Are there any questions or comments from the audience?

If no questions are raised:

If there are no questions from the audience, I would like to ask a question.

Please ensure that discussions remain constructive and within the allocated time.

No-Show Presentations

If a presenter is absent when the presentation is scheduled:

1. Confirm that the presenter is not present.
2. Announce that the presentation is recorded as a no-show.
3. Continue according to the conference schedule.

4. Report the no-show to the conference staff.

Suggested announcement:

The presenter is not present.

This presentation will be recorded as a no-show.

Photography and Recording

Photography, video recording, and audio recording of presentations are prohibited unless explicitly permitted by the presenter.

Session Chairs may remind participants of this policy when necessary.

Closing the Session

At the conclusion of the session:

This concludes our session.

Thank you to all presenters and participants for your contributions.

Assistance During the Conference

If you require assistance during the conference, please contact:

Conference Staff located near the session rooms

or **ISS2026 Secretariat**

Quick Checklist for Session Chairs

Before the Session

- ✓ Arrive at least 15 minutes early
- ✓ Confirm speakers are present
- ✓ Check room equipment
- ✓ Review presentation times

During the Session

- ✓ Keep presentations on schedule
- ✓ Ensure time for discussion
- ✓ Moderate questions fairly
- ✓ Monitor no-show presentations

After the Session

- ✓ Report no-show presentations
- ✓ Inform staff of any issues

Thank you for your cooperation and contribution to the success of ISS2026.