IMPORTANT NOTES FOR SESSION CHAIRS

RULES TO BE FOLLOWED IN ORAL PRESENTATIONS

A total of **20 minutes (15 + 5)** has been allocated for the presentation and question / answer to the participants who will make a presentation.

The rules listed below should be applied by the Chairpersons in order to avoid any problems in the presentations.

1. 1. The Chairperson must warn the presenter by clicking the **"Raise Hand"** button in the **13th minute** (Figure 1).
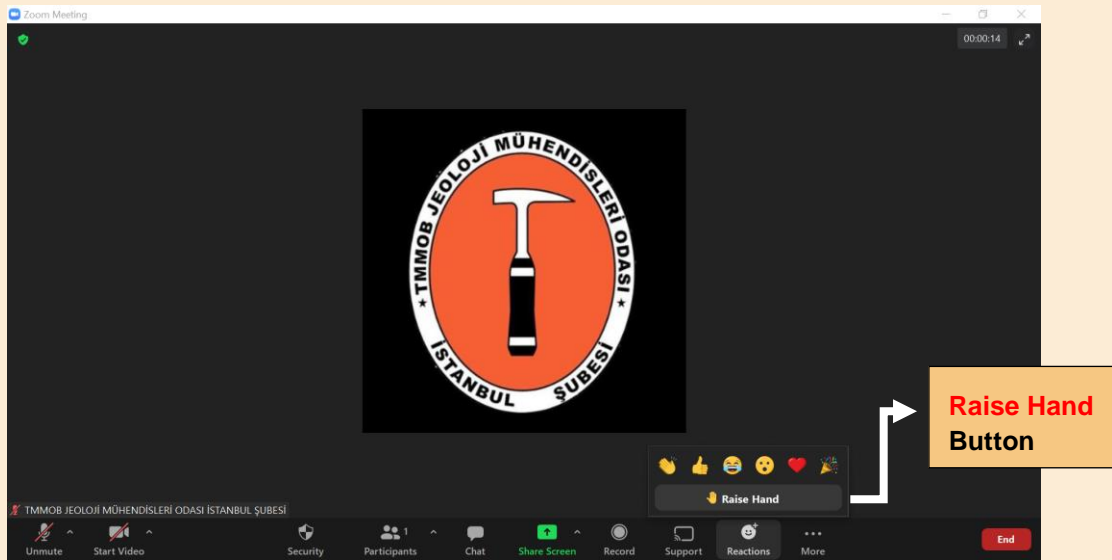

Figure 1. Raise Hand Button (Raise Hand button is located in Reaction Section)

2. If the presentation is not completed in the **15th minute**, the Chairperson should verbally warn the presenter and advise her/him to finish the presentation.

3. If the presentation is still ongoing, the presentation will be automatically terminated by the system in the **19th minute** (*Termination will be done by the technical staff*).

IMPORTANT NOTE: The presenter, who completes her/his presentation in **15 minutes**, will be allowed to be asked 1 (one) question in a live environment. Participants are recommended to do the other question-answer part via **"Chat"**.

It is very important that the presenters comply with the allotted time and that the session chairs manage this process well in order to avoid possible problems in the congress program.