

RITA2013

The 2nd International Conference on Robot Intelligence Technology and Applications 2013
December 18 - 20, 2013, Denver, Colorado, USA

Session Chair Guideline

1. Take a close look at the technical program details and abstracts on the final program. Make sure you identify the date and time of your session.
2. Each room will have a student volunteer available for any assistance you may need. Prior to the session, the student volunteer will help each speaker set up laptop computers, microphone and electronic pointer, if they operate properly or not.
3. Each plenary speaker has 45 minutes for presentation plus 5 minutes for questions. Refer to the speaker's biography on the final program. Summarize up his biography and introduce the major research achievements to audience. When all of the talks and questions are over, please present a plaque of appreciation to the plenary speaker. The plaque will be placed on a chair table before the session starts.
4. Each special talk speaker has 25 minutes and 5 minutes. Each speaker of oral papers has 15 minutes for presentation and 5 minutes for questions. Please keep your session on time, so that all sessions are synchronized as scheduled. When a speaker has longer presentation, please make a nudge of "3 minutes left" to the speaker.
5. Please be present at your session 10 minutes before the session starts. Try to identify all of the speakers for your session and make sure that they are all present before the session.
6. Introduce the speaker's name, affiliation and country before each oral presentation. If a speaker doesn't appear at the presentation time, ask the student volunteer if he/ she be present at the conference or not. In case he/ she doesn't still show up, keep it waiting or vacant until the next presentation.
7. To encourage audience to bring up discussion during question and answer, be prepared to generate a few questions. During the questions, please remind the questioner to state their name and affiliation. When the speaker cannot hear or understand the question, please help him / her answer by repeating or paraphrasing the question.
8. Award committee has selected two decades of finalist papers for the best paper award. Evaluation form will be placed on the chair desk. Please complete the form and return it to the registration desk right after the session.
9. If you have any inconveniences during the session, such as temperature, noise, lightning, electric power, wireless internet, etc, please ask the student volunteer to solve the problems.
10. The general announcements can be made at the start of the session:
"Please ask audience to turn off their cell phones."
Thank you for attention.