**Attention Notes for Session Chair:**

1. The chairman of each session please be at the conference room 3 minute prior to the starting time. The chairman also needs to make sure all the presenters sign the confirmation sheet. Once all the presenters have arrived, the chairman will sign the confirmation letter after the final check.

2. Each presenter has 13 minutes to present their works and followed by 2 minutes Q&A time. The bell will ring once after 12 minutes and twice at 13 minutes to remind the presenter to end the presentation.