



HOW TO BE

CHAIRPERSONS

IN THE HYBRID SESSION

2 0 2 3





ON-SITE



YOU SHOULD

1 Come to the session room **15 minutes before** the session start.

Inform our staff that you are a chairperson.

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Please confirm with the staff who are the speakers, whether they are presenting onsite or virtually.

Please also confirm with the staff about **the presentation and Q&A time** for each speaker.

On the screen, we will show the remaining time of each presentation. So please keep an eye on it and keep the session on time.

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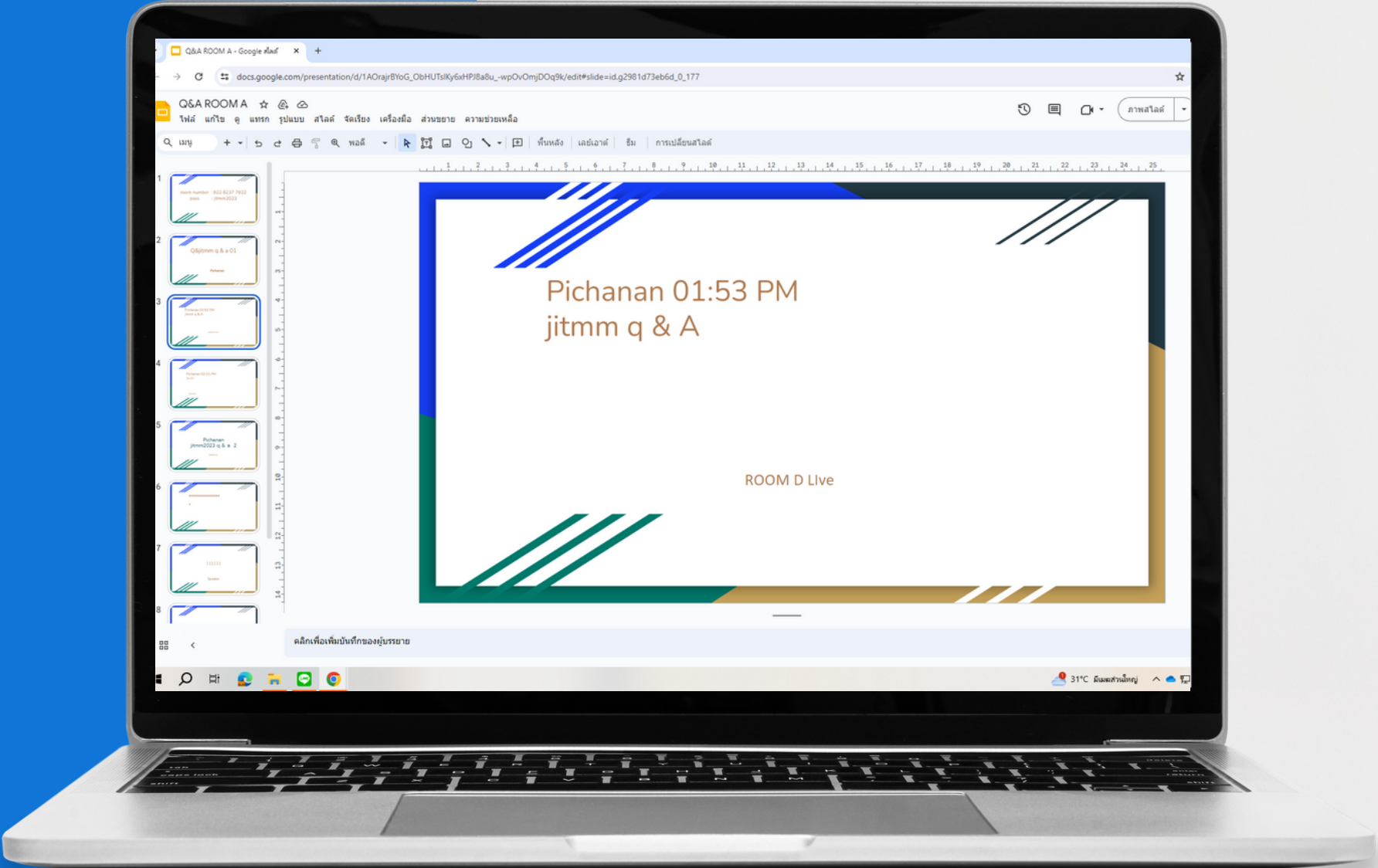
When the session starts, please **introduce each speaker.**

Facilitate the Q&A after each speaker finishes their presentation.

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You can take questions from **the floor** and from **the Q&A slides** on the screen.





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