

**THE 7TH INTERNATIONAL SYMPOSIUM ON
DYNAMIC TRAFFIC ASSIGNMENT
"Smart Transportation"
6-8 June 2018, Hong Kong**

Organizers:



Department of Civil Engineering &
Institute of Transport Studies,
The University of Hong Kong



The Hong Kong University of
Science and Technology



Hong Kong Society for
Transportation Studies

INSTRUCTIONS TO SESSION CHAIRPERSON

1. Arrive in the presentation room at least 10 minutes prior to the session start time.
2. Start the session on time.
3. For this conference, each oral presentation will be allocated a timeslot of 25 minutes in total. Within the timeslot, the first 20 minutes are for paper presentation, and the remaining 5 minutes are for Q & A.
4. When there is one minute left for the paper presentation, the Session Chairperson will give signals to remind the presenters.
5. If the presenters over-run their presentation, then the minutes reserved for the Q & A session will be reduced accordingly. The Session Chairperson will monitor the time left for Q & A and handle Q & A session flexibly. In some cases, Q & A will only be entertained at the end of each session.
6. The Session Chairperson will give signals to indicate that the allocated total time for each presenter is over and it is time for the next paper presentation to be made.
7. The Session Chairperson will introduce each presenter and give announcement to the audience as required.