

**The 10th International Conference of
Hong Kong Society for Transportation Studies**

Instructions to Session Chairperson

1. Each conference presenter will be allocated a timeslot of 15 minutes in total – the first 12 minutes for paper presentation, and the remaining 3 minutes for Q & A. The 15-minute presentation will be closely kept under control by the session Chairperson.
2. When there is one minute left for the paper presentation, the session Chairperson will give signals to remind the presenters.
3. If the presenters over-run the 12 minutes of presentation time, then the 3 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.
4. The session Chairperson will give signals to indicate that the allocated 15 minutes are over and it is time for the next paper presentation to be made.
5. The Chairperson will give announcement to the audience as required.