

Organizers:



Hong Kong Society for Transportation Studies



Department of Civil & Environmental Engineering and
Department of Industrial Engineering & Logistics Management,
The Hong Kong University of Science & Technology

INSTRUCTIONS TO SESSION CHAIRPERSON

1. Time of the session will be allocated evenly among all the presenters present in that session for presentation and Questions and Answers (Q & A). For each of the presenter, 3 minutes will be reserved for the Q & A of his/her presentation. The time for each presenter will be closely kept under control by the session Chairperson.

Number of papers in session	Number of minutes per paper (incl. Q & A)
3	26
4	20
5	16

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 their presentation time, 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 time is over and it is time for the next paper presentation to be made.
5. The Chairperson will give announcement to the audience as required.