INSTR2023: The 9th International Symposium on Transport Network Resilience

13-14 December 2023 · Hong Kong

Notes for oral presenters

An oral paper will be allocated 30 minutes for a three-paper session, including Q&A. However, depending on the availability of time, Q&A will be handled flexibly by the session chair. In some cases, Q&A will only be entertained at the end of each session.

An LCD projector, a laptop computer, and a laser pointer will be available in each session room. Presenters can make their presentations using their own computer or the laptop computer provided by the organizer. Presenters are requested to show up in the designated presentation room 10 minutes prior to the session for setting up and testing equipment. If the presenters bring their own computer, please check the connection status between their computers and the projector with the student helper before the session start time. If the presenters use the organizer's computer, please provide the presentation files to the student helper before the session start time. The presentation file should be saved on a USB device. For a smooth run-down of each session, presenters are asked to be seated in order in front of the session room. When a presentation is finished, the next presenter will move up to the podium, and the session chair will give an announcement for the next presentation accordingly.

Notes for session chairs

Session chairs are requested to show up in the designated presentation room 10 minutes prior to the session, and to coordinate with the student helper before the session start time. It is important to start the session on time with a brief introduction of yourself and the session title. The time for each presenter should be closely kept under control by the session chair. The session chair will give time signals (5-minutes, 1-minute, and Time's up) to remind the presenters. Speakers should be asked to stop when the allocated time is up. If the presenters over-run their presentation time, the time reserved for Q&A will be reduced accordingly. The session chair will monitor the time left for Q&A and handle Q&A flexibly. The session chair will give signals to indicate that the allocated time is over and it is time for the next paper presentation to be made. The session chair will give an announcement to the audience as required.