Session Chair Guidelines

Firstly, we would like to express our appreciation to you serving as our session chair. With your great assistance, we believe our IEEE/ICCA 2024 conference will go smoothly. As the organizers, we will take dedicated efforts and collaborate actively for all participants. To have a well-organized conference with a good academic environment, we sincerely hope to get your support.

We need your assistance upon following aspects:

1. When getting the program, please have a general idea of the schedule. If the schedule has conflicts with your original plan, and you can't present in the conference, please contact the organizer on site in time or me icca.contact@gmail.com

2. **Preparing work.**
   7 minutes before the session starts, please go to the registration desk, contacting actively the conference specialists to get *Presentation Evaluation Form*. You can download it from the conference website.
   5 minutes before the session starts, session chairs need to arrive at the conference room, letting the author copy their presentations to the computer.

3. **Presentation**
   1). At the beginning of the conference, please make a brief introduction within one minute (such as your good name and institution).
   2). Please introduce each presenter's name, the topic of his/her report and propose cordial applause to the presenter,
   3). Please score each presentation according to the items in *Presentation Evaluation Form.*

4. **Time control**
   1). Please strictly control the reporting time, to ensure the conference run within the stipulated time.
   2). Please remind all presenters enter the conference room in time, especially the sessions after the Coffee Break, some of participants do not realize the time due to good interaction and discussion.

5. **Comment to the presentation**
   At the end of each presentation, please comment on the presentations of your session according to the scores in *Presentation Evaluation Form*. After that, please return the *Presentation Evaluation Form* to the registration table or send it to me at: icca.contact@gmail.com with subject evaluation form.

   Note: We will prepare a digital certificate for each session chair and will be sent to you after the conference.