



## Guidelines for Chairperson

Dear Prof. Chang-Ho Moon,

Thank you for agreeing to chair a session at the 9<sup>th</sup> International Symposium on Architectural Interchanges in Asia (ISAIA2012). Please take a moment to read the session chairpersons' guidelines as shown below.

### ■ Session Information

<b>Session</b>	<b>A-7 Architectural Planning and Design</b>
<b>Date &amp; Time</b>	Oct. 24, 2012 (11:00-13:00)
<b>Session Room</b>	310 (3F)
<b>Co-chair Information</b>	
<b>Name</b>	Yu Morishita
<b>Affiliation</b>	The University of Tokyo
<b>Email</b>	ymorishi@gmail.com

### ■ Documentation on the Speakers

The speakers' full papers have been attached for your chairing preparation. Please use the information provided in the materials to introduce each speaker at the beginning of the session.

### ■ Arrival at the Session Room

Please be in the session room at least 20 minutes before the beginning of your session. If you arrive at the session room, please let our staff in the room know your arrival and then he/she will give you materials with regard to your session.

Seats for chairpersons are prepared in front of the stage. Please be seated in the designated area.

### ■ Meeting your Speakers

Before starting the session, please meet the speakers to inform them of the session format in detail especially regarding the time allocation for each speaker. If you have co-chairperson, please discuss with your co-chairperson how to share the responsibility such as introducing the speaker, monitoring time, managing discussion, and wrapping up the session, etc.

### ■ Time Allocation

Each presenter will have 12 min. for their presentation and 3 min. Q&A. It is necessary to keep tight control over the presentation time for next speakers.

### ■ Opening Session

Please start the session with:

- Introducing yourself
- Introducing the topics that will be addressed in the session
- Explaining the session format (Allocated time for presentations & discussions)
- Introducing the speakers briefly

### ■ **Absent Speakers**

If there are any missing speakers in your session, please ask the staff to recheck before cancelling the presentation. If the speaker's absence is confirmed, please fill in the remaining time by allowing slightly more time for the other speakers' presentations or allowing more questions from the audience.

### ■ **Coordinating Discussion**

Please take questions from audience and ask the person asking to give his/her name and affiliation. If there are no questions, please ask the question you prepared and then go on to the next speaker or wrap up the session. In order to keep the sessions running to schedule and allow questions from the audience it is very important to keep the presentations within the allotted time. You are requested to cut short any presentations that over-run the allotted time.

### ■ **Closing Session**

After all the presentations are over, please close the session with a brief summary or closing remark. It will be a good idea to have a quick moment to hear each speaker's opinion about the entire session.

### ■ **Contact**

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