



Hong Kong Society
for Transportation Studies



Department of Civil and Environmental Engineering
The Hong Kong University of Science and Technology

**THE ELEVENTH INTERNATIONAL CONFERENCE ON
ADVANCED SYSTEMS FOR PUBLIC TRANSPORT
(CASPT 09)**
www.caspt09.org

NOTES TO SESSION CHAIRS

It is important to ensure that each session starts and ends on time, and presenters adhere to their allotted times. To this end, we suggest the following procedures:

1. The Chairperson will introduce each speaker.
2. Each presenter will be allocated a timeslot of **25 minutes in total**, of which the first 20 minutes are for presentation, and the remaining 5 minutes are for Q & A.
3. The session Chairperson should remind the presenter when **three minutes are left** for his or her presentation.
4. If a presenter over-runs the 20 minutes of presentation time, then the time reserved for Q & A should be reduced accordingly. In some cases, Q & A will only be entertained at the end of the session.