



Global Business and
Technology Association™

July 8th, 2019

Dear Colleague,

Thank you for serving as a Session Chair for the GBATA 21st Annual International Conference. It would be greatly appreciated if you could follow the guidelines listed below as succinctly as possible:

- *Make sure that your discussant(s) have received each paper.*
- *Advise the authors and discussant(s) of the session format. Time should be allowed for opening remarks, introductions, paper presentations, discussant remarks as well as a question and answer period.*
- *Please arrive at the room 15 minutes before starting time (see final program).*
- *Moderate the question and answer period.*
- *Please encourage the audience to participate in the discussions.*
- *Start the session on time and please adhere to the time limit of 90 minutes for each session. Time limits for each session element in minutes are shown below:*

<u>Element</u>	<u>Minutes</u>
<i>Opening remarks and introduction by Session Chair</i>	<i>5</i>
<i>Each paper presentation</i>	<i>70/# of papers</i>
<i>Discussant remarks</i>	<i>5</i>
<i>Open discussion and questions</i>	<i>10</i>

Your involvement and support is extremely important to the success of the conference.

Once again, thank you for your cooperation and it is a pleasure working with you!

A handwritten signature in black ink, appearing to read "N. Delener".

Prof. Dr. N. Delener
Conference Chair, GBATA