

July 11<sup>th</sup>, 2021

Dear Colleague,

Thank you for serving as a Session Chair for the GBATA 22<sup>nd</sup> Annual International Conference. It would be greatly appreciated if you could follow the guidelines listed below as succinctly as possible:

- Advise the authors 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> |
|---|----------------|
| Opening remarks and introduction by Session Chair | 5              |
| Each paper presentation                           | 70/# of papers |
| Discussant remarks                                | 5              |
| Open discussion and questions                     | 10             |

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!



Prof. Dr. N. Delener  
Conference Chair, GBATA