

July 13<sup>th</sup>, 2022

Dear Colleague,

Thank you for serving as a Session Chair for the GBATA 23<sup>rd</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. Start the session on time and please adhere to the time limit of 90 minutes for each session. Time should be allowed for opening remarks, introductions, paper presentations, Session Chair remarks, and question and answer period. 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
Session Chair remarks	5
Open discussion and questions	10

- Please prepare two questions for each presentation to serve as Session Chair remarks so the authors further benefit from the conference.
- Please arrive 15 minutes before starting time (see final program).
- Moderate the question and answer period.
- Please encourage the audience to participate in the discussions.

Representatives from GBATA will be in attendance for your session to assist you in any way needed.

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