LIBS2020
A guide to Chairperson

1. Chairpersons should enter the room at least 5 minutes before the start of the session.

2. At the start of the session,

   -Announce the presentation time
   (**Invited talks:** 20 minutes including 5 min discussion,
   Oral presentations: 15 minutes including 5 min discussion.
   Keynote and Anniversary-invited: Discussion time can be flexible. Note that the total time must be kept.)

   -Ask audience to turn off (mute) the camera and microphone,

   -Ask audience to post questions in the chat room, if any.

3. In discussion time, select questioners from the chat room and ask her/him for question or comment.