Information for Session Chairs
(The 20th International Conference on Precision Engineering ICPE2024 in Sendai)
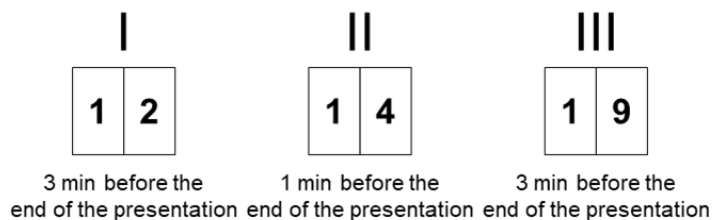
1. **A session chair is fully responsible for the session.**
2. **Presentation time*[1] control is made by the chair by using the timer*[2].**
3. **For if there are any trouble, please ask the help from the committee members in the room, or to access to the emergency contact*[3].**
4. **In the event of a major earthquake during the session, please instruct the audience to follow the Evacuation Information*[4].**
5. **At the beginning of the session please ask the audience to switch off their smartphones or set to silent mode.**
6. **Please announce that it is prohibited to take pictures and videos of the slides.**

*[1]Presentation Time

Start of the presentation		
	First bell	12 minutes
	Second bell	14 minutes
Start of discussion		
1 minute before end of discussion	Final bell	19 minutes
End of presentation		

*[2]How to use the timer

1. Please confirm the TIMER is set as shown in the right figure.
2. If not, please adjust the switch to set the TIMER as shown in the right figure.
3. Turn on the POWER button.
4. Press the START button at the beginning of the presentation.

I — 1 2 — 3 min before the end of the presentation
II — 1 4 — 1 min before the end of the presentation
III — 1 9 — 3 min before the end of the presentation

*[3]Emergency contact
Phone: (+81) 22-795-4310　@ Head Quarter at Building C01 2F

Emergency board: https://web.tohoku.ac.jp/icpe2024/icpe2024_Emergency.html

[4]Evacuation information: https://web.tohoku.ac.jp/icpe2024/ICPE2024/Evacuation.pdf

The 50th Anniversary of ICPE & Nanotechnology