

Chair Announcement Phrases

Please use the following sample messages in your preparation for your chairing task at APOTC2024. These announcements will also be placed on the table in your session.

Session opening message

(What to say at the opening of the session)

“Good morning/afternoon! Welcome to session [session name or number] of APOTC2024].

I am delighted that you all came to listen today.

We are [your name] and [your partner chair’s name]. We’ll be chairing this session, which will run from [start time] until [finish time]. There will be XX presentations and every speaker will have XX minutes for their presentation, followed by XX minutes for questions and discussion.

Congress Theme Sessions - each session (90 minutes) includes 4 presentations. Presentation is 15 minutes for each speaker, and 30 minutes of overall discussion will be held after all presentations.

Oral Presentation - each session includes 6 presentations, and each presentation is 10 minutes followed by 3 minutes of discussion.

[If needed:] There have been some minor changes to the session programme:
[Announce the changes, e.g.:] The presentation on [Title] by [speaker] has been withdrawn.

Before we get started, a few housekeeping announcements.

- Question time will be at the end of each speakers’ presentation
- Please either turn off your mobile phones or put them on silent.

I’m very pleased to be here and have the honour to lead this session since [a few sentences about the relevance of the session theme for your field of research].

Now, the floor is open to our presenters and I am very much—just like you— looking forward to hearing the interesting presentations in our session today.

Once again, thank you for joining us, and enjoy the session

Dates November 6 WED – 9 SAT, 2024

Venue Sapporo Convention Center SAPPORO, JAPAN

Convenors

Ling-Hui Chang President of APOTRG

Shinichi Yamamoto President of JAOT

Introduction of a presenter

(What to say to introduce a presenter to the audience)

“Our first/next/final speaker is [presenter name incl. title] from the [affiliation including country].

Today, [Full name or first name of the presenter] will be talking about [full or shortened title of the presentation].

We are looking forward to your talk, [presenter's name], the floor is yours.

Q&A time

Now let's open questions and comments from the audience. Do you have any questions? Please state your name and affiliation when you speak.

Yes, [this/that] person there, please

OK first, the person in the [front/middle/back/1st row/2nd row].

I think we have time for one or two more questions. Does anyone have any questions?

Moving to the next speaker

We are very sorry to have to limit the interesting discussion on this presentation, but we have to remain on schedule.

[presenter name incl. title] thank you very much for your interesting presentation.

OK, let's move on to our next speaker.

The next speaker is [presenter name incl. title] from the [affiliation including country].

Session Closing messages

We would personally like to thank both the speakers and the audience for providing such an interesting session and discussion.

This session is now closed. Thank you.