

To: AFC Session Chairs

From: The third Asia Future Conference Academic Committee

Date: September 15, 2016 (revised)

### **Guidance for the Chair**

Thank you for accepting to be a Chair of the session(s) at the Third Asia Future Conference. We appreciate very much your cooperation and support.

This guidance is for your **REFERENCE ONLY**. You are free to make your own arrangements to make your session successful.

- The Chair has access to the full papers on the AFC online system. After log in, from "Overview" go to "Information for Session Chairs and Moderators". If you like, you can contact the presenters in advance since you can get their email address from the same website.
- All the parallel sessions will take place on Saturday, October 1, 2016, at the Main Building in the Kitagata Campus of the University of Kitakyushu. All the rooms are equipped with a screen, projector, and (Windows) PC for use in the presentations. Technical staff is always available when needed.
- Two Chairs for each session are indicated in the program; please discuss with each other to determine who is to lead the session and one to keep the time. Two Chairs can ask questions to keep the session alive. All these, however, could be done by only one Chair, based on your own arrangements. Please make sure to finish the session in time. The Coffee Break is an opportunity to meet participants of the other sessions.
- Each session is for 90 minutes. The Chairs are free to structure the session in any way they deem best. For example, each of four presenters can take 15 minutes for presentation, 7 minutes for discussion. Or do all presentations first followed by an open forum for the remaining time.
- At the end, the Chairs should make a recommendation on the Best Presentation. Please discuss between the two chairs and decide on ONE person. Office staff will bring the printed out Sheets One and Two to your session room, so you do not have to print out and bring these. Please use Sheet One for memo purposes and use Sheet Two to write your recommendation.

**Please SUBMIT Sheet Two to the AFC office after your session ends.**

Please note that There is no best presentation selection in the arranged group sessions.

We appreciate your effort to promote an inter-disciplinary interchange.

Thank you in advance for your cooperation.

To: 分科会座長をお引き受けいただいた皆様  
From: 第3回アジア未来会議実行委員会  
Date: 2016年9月15日（改訂版）

### 座長の役割について

第3回アジア未来会議の分科会セッションの座長をお引き受けいただきありがとうございます。  
ご支援とご協力に心より感謝申し上げます。

本文書は、皆様に参考にしていただくためのものです。お引き受けいただいたセッションが活発になるようにどうぞ自由に工夫をなさってください。

- ・ 座長はアジア未来会議のオンラインシステムから発表者のフルペーパーをご覧ください。ログインした後、“Overview” から “Information for Session Chairs and Moderators” をクリックしてください。もしよろしければ、発表者のメールアドレスも見られますので、事前に直接連絡を取りあっても結構です。
- ・ 全ての分科会セッションは、10月1日（土）に、北九州市立大学の北方キャンパスの本館で行われます。全ての教室には、発表に使うためのスクリーン、プロジェクターと PC（Windows）があります。困った時にはテクニカルサポートが待機しています。
- ・ Conference Agenda からご覧いただけますように、各セッションには座長2名が指定されています。どなたが司会をするか、どなたがタイムキープをするかを話し合ってお決めください。活気を与えるためにふたりの座長がコメントしてもいいですし、調整してひとりだけがコメントしてもいいです。セッション終了時間は厳守してください。コーヒープレイクは他のセッションの参加者と交流する大事な機会です。
- ・ 各セッションは90分です。活発なセッションにするために、どのように時間分担するかは座長がお決めください。たとえば4名の発表で各自15分の発表と7分の質疑応答となりますが、全ての発表をしてから纏めて質疑応答（オープンフォーラム）にすることも可能です。
- ・ 最後に座長が合議で優秀発表者1名の推薦をしてください。事務局のスタッフがシート1とシート2をプリントアウトしたものをお届けしますので、ご自身で印字する必要はありません。シート1はメモとしてお使いください。シート2に推薦者をお書きください。  
**セッション終了後、シート2を AFC 事務局に提出してください。**  
尚、自主セッションでは、優秀発表賞の選考はありません。

皆様にそれぞれ工夫していただき、学際的な交流を促進して下さるようお願いいたします。  
皆様のご協力に感謝申し上げます。

## Evaluation Sheet for Best Presentation (for your memo)

The purpose of this sheet is to help you keep a memo of the presentations and to decide on the Best Presentation after the session ends

Please evaluate each presentation with respect to the first four columns.

Column 1 is to evaluate the potential of the presenter. If having high potential, give “4”, if not give “0”. You can choose intermediate points depending on researcher’s experience. If experience is difficult to gauge, you can give 4 points to all presenters.<sup>1</sup>

Column 2 is to evaluate the overall content of the presentation. If the content was easy to understand, even to a non-specialist, give a high mark.

Column 3 is to evaluate the style of the presentation, including time management and creativity.

Column 4 is to evaluate the responses of the presenter. If the responses are excellent, you can mark 4.

Mark points for Columns 2, 3, and 4. --- 1. Bad 2. A little bad 3. Good 4. Excellent

Calculate the total points and write this in Column 5.:

			<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>	<u>Column 5</u>
Number	Submission No. (3 digits)	Presenter Name	Potential	Content	Presentation Style	Response Quality	Total Evaluation
1							
2							
3							
4							
5							
6							

Based on the above evaluation, the chairs need to decide only on one presenter as the BEST PRESENTER to write their result to the Sheet Two.

**Please SUBMIT Sheet Two to the AFC office right after the session**

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<sup>1</sup> This is a handicap system to give less experienced but high-potential researchers a chance at being awarded. This handicap system was not used in the Best Papers selection. The AFC Organizing Committee decided to be less stringent in selecting the Best Presentations in order to provide another chance for the potentially good paper submissions that were not selected due to constraints. The Committee hopes for your kind understanding of this matter.

## Recommendation for Best Presentation

Your Session Number: \_\_\_\_\_

Title: \_\_\_\_\_

Time (✓): ☐ 9:00-10:30, ☐ 11:00-12:30, ☐ 14:00-15:30, ☐ 16:00-17:30

Room: \_\_\_\_\_

Please SUBMIT Sheet Two, based on the combined evaluations using Sheet One, to the AFC office after the session ends.

Your Recommendation is:

**BEST PRESENTER'S**

Name: \_\_\_\_\_

AFC Submission No. (3 digits) : \_\_\_\_\_

**Please choose only one person!**