



上海自主智能无人系统科学中心
Shanghai Research Institute for Intelligent Autonomous Systems



Data for Policy 2025 (DfP'25) Asia-Pacific

Guide for Session Chairs (in person)

Sessions are composed of individual presentations selected from the conference call for papers. Their chairs are pivotal to the running of a smooth and timely conference, so please take your time to read our guide to get the best out of your session.

Activities before the session:

1. You are kindly expected to check the Conference Schedule and be clear about the exact date, time, venue and room of the session that you are chairing.
2. Please also read the Guide for Authors and Guide for Audience to avoid any communication gap.
3. Your main role is to encourage the presenters to share their knowledge on the topic and encourage the participants to have an intellectual discussion on the subject. Where appropriate, we also invite you to share your own knowledge, research, experience, and observations.
4. We also invite you to note any critical issues raised during presentations and discussions at your sessions, to contribute to the post-conference report.
5. Please watch the full paper presentation videos on YouTube and read Zenodo materials relating to the session that you are chairing (these are available as links in the online programme).
6. Please be available in your designated room at least 15 minutes before the commencement of your session. Acquaint yourself with the workings of the lights, computer, projector, etc. There will also be room leads from the conference team to help with these arrangements. Please contact the reception desk if you face any problem.



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7. Announce that the total time allocated for the session is 60 minutes, with ~35 minutes for presentations and 20 minutes for discussion and Q&A. An additional 5 minutes is reserved for transitions between presentations. Please divide the presentation time evenly according to the number of speakers in your session.
8. You may decide and announce the method you will use to notify the presenters when they are nearing their presentation time limit and how you will interrupt them if they have reached the end of their allocated time. If however, all time has expired for that speaker, it is acceptable to ask the audience to discuss issues with that speaker after the end of the session.
9. It is up to you as the session chair to ensure that all speakers receive their allotted time and that the audience has the opportunity for their questions and comments.
10. There will be a small number of remote presentations. Session chairs should ensure that these participants can engage in the session to the fullest extent possible.

Activities during the session:

1. Please briefly introduce yourself as Chair and welcome the participants to your session.
2. Ensure that each participant starts on time and ends on time. It is the responsibility of the Session Chair that the session finishes on time.
3. While inviting participant(s) to present a paper, announce their full name(s), affiliation and the title of the paper. You may refer to the Conference Programme for this purpose.
4. As an expert, we also encourage you to share your views, reflections and observations on the paper as per the time available.
5. Since ethical issues are highly controversial in the conference field, we encourage Session Chairs to avoid any diversion from the main discussions unless there is potential for novelty and contribution to overall conference debates.
6. Session Chairs are encouraged to prepare questions in order to encourage the audience when opening up Q&A and discussion.