

SUGGESTED CHECKLIST FOR SESSION CHAIRS

Authors' Coffee:

- **Session Chairs and Authors have a meeting at 8:00 a.m. on the day of your session.**
- The meeting will take place in the Authors' Coffee Room set up for each session room respectively. **The room number of your Author' Coffee Room is shown in the table on the next page.**
- Authors and Session Chairs should gather in the Authors' Coffee Room of your session where they are scheduled.
- At the Authors' Coffee, verify presentation titles and speaker names in the final program and confirm with the speakers if any changes are needed so that introductions are correct. Review time schedule and order of presentations.
- **Emphasize to speakers importance of timing.** In order to ensure that each speaker has the full time allocated to his/her presentation, other speakers must adhere to the session schedule. Advise speakers of timing signals that you will use to indicate when their talk should end.
- Request speakers to sit in front row during the session.
- Note any special announcements to be made during the session.

Preparation of session room:

- Check room facilities before your session.
- Report any difficulties on (1) projector focus, (2) projector and switcher (3) adequacy and handing of lights, and (4) operation of all microphones, to MMIJ/JMIA staff immediately. The student monitor can assist with contacting staff.

During the session:

- Start on time according to printed time schedule. Welcome attendees, introduce yourself, your co-chair (with affiliations), and distinguished guests, and announce the session title.
- Make any special announcements (e.g., cancellations of talks, conference related announcements, etc.). Repeat these announcements and repeat after returning from break.
- Introduce speakers by giving their titles and company affiliation.
- Keep close track of time and signal speakers accordingly. We encourage the printed time schedule for each presentation to be strictly enforced by the chair.
- **If a paper is canceled, the session chair is asked to substitute a break period or a discussion time the length of the canceled paper to keep the time schedule.**
- **Questions from the audience: Have attendee clearly state name and affiliation. Promote discussion, but keep to the subject and keep the discussion moving along. Hold strictly to time allotment for each presentation.**
- Upon conclusion of session, thank the participants.
- Adjourn on schedule.

After the Session:

- Thank the speakers and the student monitor.
- If a student monitor was assigned to your session, please sign his or her session attendance sheet.
- Report to staff any concerns or problems that may exist regarding the room, audio/visual equipment or speakers.

Nov.14(Mon)

	Room A	Room B	Room C	Room D	Room E	Room F	Room G	Room H
Session Room	1F Main Hall	3F 301	4F 401	4F 402	4F 403	5F 501	5F 502	5F 504+505
Author's Coffee Room	4F 404	3F 303	3F 306	4F 407	4F 405	3F 304	3F 305	5F 503
Session List	Pyrometallurgy	Pyrometallurgy	Pyrometallurgy	Resource Geology and Exploration	Economics, Markets and History	Electrowinning and Electrorefining	Hydrometallurgy	Recycling and Waste Management
Session Code	PY1-1~PY1-5 PY4-1~PY4-5	PY2-1~PY2-5 PY5-1~PY5-5	PY3-1~PY3-5 PY6-1~PY6-5	RG1-1~RG1-5	EM1-1~EM1-5 EM2-1~EM2-5	EL1-1~EL1-5 EL2-1~EL2-5	HY1-1~HY1-5 HY2-1~HY2-5	RW1-1~RW1-5 RW2-1~RW2

Nov.15(Tue)

	Room A	Room B	Room C	Room D	Room E	Room F	Room G	Room H
Session Room	1F Main Hall	3F 301	4F 401	4F 402	4F 403	5F 501	5F 502	5F 504+505
Author's Coffee Room	3F 306	3F 303	4F 404	①4F 406 ②3F 302	4F 405	3F 304	3F 305	5F 503
Session List	Pyrometallurgy	Pyrometallurgy	Pyrometallurgy	①Mining ②Mineral Processing	Environmental Control, Safety and Hygiene	Electrowinning and Electrorefining	Hydrometallurgy	Recycling and Waste Management
Session Code	PY7-1~PY7-3 PY10-1~PY10-4 PY13-1~PY13-3	PY8-1~PY8-3 PY11-1~PY11-4 PY14-1~PY14-4	PY9-1~PY9-3 PY12-1~PY12-4 PY15-1~PY15-4	①M11-1~M11-3 M12-1~M12-4 ②MP1-1~MP1-3	ES1-1~ES1-3 ES2-1~ES2-4 ES3-1~ES3-3	EL3-1~EL3-3 EL4-1~EL4-4 EL5-1~EL5-4	HY3-1~HY3-3 HY4-1~HY4-4 HY5-1~HY5-4	RW3-1~RW3-3 RW4-1~RW4-3 RW5-1~RW5-4

Nov.16(Wed)

	Room A	Room B	Room C	Room D	Room E	Room F	Room G	Room H
Session Room	1F Main Hall	3F 301	4F 401	4F 402	4F 403	5F 501	5F 502	5F 504+505
Author's Coffee Room	5F 503	4F 404	①3F 302 ②3F 303	4F 405	3F 304	3F 305	4F 406	①4F 407 ②3F 306
Session List	Pyrometallurgy	Pyrometallurgy	①Pyrometallurgy ②Process Control and Optimization	Mineral Processing	Downstream Applications and New Products	Electrowinning and Electrorefining	Hydrometallurgy	①Recycling and Waste Management ②Hydrometallurgy
Session Code	PY16-1~PY16-4 PY19-1~PY19-4 PY21-1~PY21-6 PY23-1~PY23-7	PY17-1~PY17-4 PY20-1~PY20-4 PY22-1~PY22-6 PY24-1~PY24-6	①PY18-1~PY18-5 ②PC1-1~PC1-3 PC2-1~PC2-6 PC3-1~PC3-6	MP2-1~MP2-4 MP3-1~MP3-3 MP4-1~MP4-6 MP5-1~MP5-3	DA1-1~DA1-4 DA2-1~DA2-4 DA3-1~DA3-6	EL6-1~EL6-4 EL7-1~EL7-4 EL8-1~EL8-4	HY6-1~HY6-4 HY7-1~HY7-4 HY8-1~HY8-4 HY10-1~HY10-6	①RW6-1~RW6-3 RW7-1~RW7-3 ②HY9-1~HY9-4 HY11-1~HY11-5