




GUIDELINES FOR SESSION CHAIRS

BEFORE THE SESSION

- Please refer to your session schedule via the interactive programme [HERE](#) by searching for your last name in the search bar.



- Familiarize yourself with the presentations in your session ahead of time.
- Chairs guidelines sheet and an outline of your session agenda will be placed on the head table in the session hall.
- Please also bear in mind, one of you will need to be the timekeeper and gently interrupt if a speaker overruns.
- Please arrive at the session hall/location about **15 minutes before the session start**.
- Consider possible questions to the speakers in advance and engage speakers in a discussion. Please take the initiative when appropriate and help to stimulate questions from the audience.
- The speakers will most likely be seated in the first row of the hall and will make their way to the lectern on stage when it is their time to present and return to their seats following their lecture.
- A technician/staff member will also be present in the hall at the AV table to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.

Before the start of the session:

Please ask people to take their seats and encourage them to take front and center seating. Ask them to silence any mobile devices, and refrain from photographing / recording the lectures.

START OF THE SESSION

- Introduce yourself and your co-chair by name and affiliation.
- Welcome the audience in the hall.
- Outline, very briefly, the session content. “We are going to present: x,y,z”.
- Encourage the audience to approach the microphone to ask their questions following the lectures from the beginning of the session.

DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the [interactive programme](#) (note there could be last-minute changes).
- Please follow the schedule closely and gently interrupt speakers if they exceed the allocated time for their lecture. Please keep in mind that Q&A time is not included in each speaker’s presentation duration.

Please note:

- If a speaker fails to attend the session, please excuse the audience and move to the next speaker.





- If the session ends early, please solicit questions from the audience and lead a discussion.

TO END THE SESSION

- At the end of the session, kindly thank the presenters and the audience for their participation.

Important:

For the good development of the conference, it is critical that starting and concluding times of the sessions are respected. If a session runs overtime, unfortunately, this will cascade delays with the next sessions in this hall.

SPECIFICS FOR PARALLEL SESSIONS

- Each presenter has up to **10 minutes in total (8 minutes for their talk + 2 minutes for Q&A)**. Please gently interrupt presenters if they exceed the allocated time of their presentation.
- If a presenter does not arrive at the session hall, move to the next presenter. Please ensure you let us know this presenter's absence following the session.

SPECIFICS FOR RAPID FIRE ORAL SESSIONS

- Each presenter has up to **5 minutes in total (3 minutes for their talk + 2 minutes for Q&A)**. Please gently interrupt presenters if they exceed the allocated time of their presentation.
- If a presenter does not arrive at the session hall, move to the next presenter. Please ensure you let us know this presenter's absence following the session.
- **Familiarize yourself with the presentations in your session ahead of time.** The abstracts' text appears in the [interactive programme](#). Find your session and click on "Abstract" under each presenter's details.

