



GUIDELINES FOR CHAIRS OF POSTER DISCUSSION SESSIONS

BEFORE THE SESSION

- Poster Discussion sessions will take place in the Halls: The Banqueting Hall foyer, Skalkotas Hall and MC Hallway on -1 and -2 levels. They will be organised in the format of a guided tour. Meeting points for the participants of the sessions will have a clear signage at each of the levels -1 and -2. Speakers of the poster discussions are asked to stand by their posters. All posters of one session are grouped together.
- You can see the schedule of all Poster Discussion Sessions by clicking on Poster Discussions button in the [interactive programme](#). You can also 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.
- 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.
- Please arrive at the meeting point about **10 minutes before the session start**. Audience of the session will be asked to arrive to the meeting point 5 minutes before the session start. Please take the group to the first presenter/poster.

START OF THE SESSION

- Introduce yourself and your co-chair by name and affiliation.
- Welcome the audience.
- Outline, very briefly, the session content. “We are going to present: x,y,z”.
- Poster Discussion Sessions typically have up to 7 presentations.
- Each presenter has up to **7 minutes in total (5 minutes for their talk + 2 minutes for Q&A)**. More details on your session can be seen in the interactive programme.
- **It is essential to keep the session on time.** Please do not allow speakers to exceed their time and ensure each speaker can start on time.
- Please note that there will be NO microphones and headsets at the Poster Discussion Sessions, so please encourage the presenters to speak up and check if the audience hears well.

DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the [interactive programme](#) (note there could be last-minute changes).
- If a presenter does not arrive at the session, move to the next presenter/poster. Please ensure you let us know this presenter’s absence following the session.
- Please follow the schedule closely and gently interrupt speakers if they exceed the allocated time for their lecture.

TO END THE SESSION





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- 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.

