

# GUIDELINES FOR CHAIRPERSON / MODERATOR

## *Before the session*

- Please meet the presenters in the session room 10 minutes prior to session commencement.
- At this time you should check that the room is set up appropriately and the speakers are familiar with the audio-visual equipment.
- Presenters have been asked to test their computer presentations well before their presentation time in the preview room.

## *During the session*

Sessions will be facilitated by the chairpersons who are responsible for ensuring sessions run to time. It is also their role to introduce presenters and lead and stimulate discussion and questions. Please invite participation from the audience, ensuring questions and answers are brief and to the point. Please instruct the audience to use the aisle microphones if they wish to ask a question.

Special housekeeping messages *may* need to be announced or projected through PowerPoint at the beginning or end of the session.

### For Plenary Lecture:

- Speakers will be seated in front of the audience of their session room and will move individually to the lectern on introduction by their session chairperson(s).

### For Oral Presentation/Keynote Lecture:

- Presenters will be seated in the front rows of their session room and will move individually to the lectern on introduction by their session chair.
- Speakers are responsible for advancing your own slides/computer presentation on the lectern. Focusing and lighting will be monitored and adjusted by the technician in the session room. A laser pointer will be on the lectern.
- **It is essential that you ensure speakers adhere to their time allocation and that sessions run in accordance with times published in the programme.**

Session chairpersons will remind presenters when their presentations should conclude. When the time limit is reached, the session chair will call "time, thank you".

[Note: Keynote Speakers will be allotted 30 minutes for presentation, and Oral Presenters will be allotted 15 minutes for presentation. Speakers may end the presentation in 27 minutes with 3 minutes or 12 minutes with 3 minutes left for discussion, a staff on the floor will time and raise the signage once when 1 minute is left (29min/14 min) and remind it again when time is up (30 min/15 min).]

**Your participation in facilitating the smooth running of the Congress is appreciated. Thank you!**