

17-20 March 2024

Guidelines for Session Chairs

BEFORE THE SESSION

- Please refer to your session schedule via the ISPPD-13 mobile application or [interactive programme](#). You can search by your last name in the [interactive programme](#) or via the mobile application to see all the sessions you are scheduled to participate in.
- For any specifics of your session type (plenary, parallel, etc.), please refer to the [ISPPD-13 website](#).
- Please arrive at the session hall/location about **15 minutes before the session starts**.
- 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.
- Sessions typically have two chairs. Please discuss the flow of your session with your co-chair before the session starts – opening and closing notes, speaker introduction, etc.
- The speakers will be asked to take a seat in the first row of the hall and will make their way to the lectern on stage when it is their time to present.
- A technician/staff member will also be present in the hall at the AV table/at the E-Poster stations 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 and those joining online.
- **Outline**, very briefly, the session content. “We are going to talk about: x,y,z”
- **Encourage** the audience to **ask questions** via the microphones in the hall or mobile application, as well as via the virtual platform for those joining online. Q&A time is included in each speaker’s presentation duration and should take place right after each presentation. There will be **no** collective Q&A time at the end.

DURING THE SESSION

- **Introduce** the speakers and presentation titles as indicated in the ISPPD-13 mobile application (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 included in each speaker’s presentation duration.
- *FOR PLENARY, MTE & PARALLEL SESSION CHAIRS:* Besides taking questions from the floor, you can see questions sent via the mobile app and virtual platform on a tablet that you will receive before the session. Please check the questions throughout the session and ask the best ones to the speakers during the Q&A portion after each talk.
- *FOR E-POSTER SPOTLIGHT SESSION CHAIRS:* Session attendees will stand around you and the presenter. After each presentation, please encourage the audience to raise their hands and ask questions verbally. The function for questions via the mobile app and virtual platform is **not** available for E-Poster Spotlight sessions.

Please note:

- If a speaker fails to attend the session, please excuse them to the audience and move to the next speaker.
- If the session ends early, please solicit questions from the audience and lead a discussion where possible.

TO END THE SESSION

- At the end of the session, kindly thank the presenters, and the onsite and online audiences for their participation.