

INSTRUCTIONS FOR SESSION CHAIRS

For your convenience, we have summarised the most important information for your tasks as a session chair at the ESTIV 2022 congress below. **Please pay close attention** to the information provided.

1. MAIN TASKS AS A CHAIR

- Be available in the assigned meeting room about 20 minutes before the beginning of the session to check if speakers are present and to give instructions and explanation of procedure to speakers.
- Upload the presentation of the speaker from USB to the computer and test if the presentation is working properly.
- You are the host, so at the beginning of the session, start with introducing yourself and give a brief introduction to the symposium or session. Afterwards introduce the first speaker shortly (e.g., name, country, institute, short title).

2. HOW TO PREPARE

1. Search for the relevant info on internet (publications, websites, LinkedIn, etc.).
2. Read the instructions for the oral presenters which are published on the congress website or click [this link](#), to be informed with their instructions/preparations.
3. Ask the presenters beforehand, by email, what they would like you to tell the public about them. A few lines will do. If needed, the email addresses can be obtained by emailing our PCO, Klinkhamer Group | conferences & events (desiree@klinkhamergroup.com).
4. Ask the presenter shortly before the session. This is not recommended since they might arrive late.

Keep track of time. Please make sure - be strict if needed, that speakers stay within their maximum allocated time. You will find the exact starting and end timings of your session in the digital program book.

After completion of the presentation, call up for questions from the audience. Give all presenters an equal amount of time, both regarding their lecture as well as regarding the discussion. The exact amount of time depends on the number of presenters which is different for each symposium or plenary.

3. STRUCTURE OF THE SESSION

The total amount of minutes divided by the number of presenters. This will give you the available time, including the discussion, for each presenter. Please discuss with all presenters what they prefer: a short discussion after each presentation or a joint discussion with all presenters at the end of the session. A rule of thumb: if the presentations are connected then a joint discussion at the end is most convenient, however if the presentations are unrelated, then a discussion after each presentation is preferred. You oversee the discussion guiding the Q&A.

Make sure that the question has been posed loud and clear, audible to everyone in the lecture hall. If this is not the case, then either ask if the question can be repeated or repeat the question for the audience yourself. Do the same as regards the answer by the speaker.

Prepare a question yourself just in case there are no (or not enough) questions from the audience.

4. HOW TO PREPARE ASSISTANCE DURING SESSIONS

If any problem occurs, please contact the phone number that is written on the instructions available in the meeting room on site or consult one of the hostesses that are most probably nearby. They can be of immediate assistance. **Please do not try to fix (technical) errors or problems yourself as this may result in too much time loss.**

Once again thank you very much for your help in making this congress a success! We hope this helps you to get an idea about the job of chairing a session.

5. QUESTIONS OR CANCEL ORAL PRESENTATION?

If, for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer Group | conferences & events via helpdesk@klinkhamergroup.com.