



Guidelines for Free communications Session Chairs

Below please find guidelines for the Session that you are chairing.

Please refer to the Congress Mobile App or the Interactive Program for the list of presentations in your session.

At the start of each session, please ask attendees to take their seats 2 minutes before the start, encouraging them to sit towards the center of the rows.

You should announce each speaker and supervise discussion from the head table using your own microphone.

One minute before the first scheduled talk:

- You should introduce yourself by name and affiliation.
- Announce the title of the session.
- Ask people to make their mobile devices silent.
- Inform people that questions can be asked in the usual way at the end of each talk if there is time.

As a session chair, you are responsible for the time management of the presentations within your session hall:

- You will be required to introduce the speaker and presentation title as indicated in the Mobile App.
- It is essential to adhere to the scheduled start and end times of each talk. This is to ensure all presenters get the opportunity to present and so that people can move from one room to another and find the talks as announced in the program.

Accordingly, warn your speakers in advance that they will be required to stay to time and when the talk is due to end, and discussion and questions to start, please make the announcement from microphone at the head table.

If the speaker is still speaking when the next speaker is due to start, ask them to stop and do not allow any questions.

- Be prepared for the unexpected!
- If a speaker fails to attend the session, move to the next speaker. However, this will disrupt the timings – accordingly let things go slowly and try to get back towards scheduled times if possible.
- Please notify your technician immediately of AV equipment or other technical problems.
- If the session gets ahead of schedule, please:

- o Have questions prepared for the speaker – 2 per presentation.
- o Solicit questions from the audience.
- o However if you finish much before the allotted time, you may conclude the session early.

Please note: Oral Presenters will have 10 minutes total for presentation which includes 8 minutes to present and 2 minutes for Q&A.

We thank you for your cooperation and hope you enjoy the Congress.

Sincerely,

WCP 2018 Congress Secretariat