

## INSTRUCTIONS FOR SESSION CHAIRS

For your convenience, we have summarized the most important information for your tasks as a session chair at the IPOS 2024 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.
- Check if all presentations are provided and complete.
- 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. Suggestion is to search for the relevant info on internet (publications, websites, LinkedIn, etc.).
2. Advise to read the instructions for the oral presenters which are published on the congress website, 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 | conferences & events ([helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com)).

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 session.

### 3. STRUCTURE OF THE Q&A

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. The same applies to the response from 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 onsite. 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 | conferences & events via [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com).