

The sessions will be recorded: your authorization to use your image, voice and slides to be shown on the Congress website in live streaming, as well as on-demand viewing was implicit in your acceptance to be chairperson.

Guidelines for Chairing and Co-chairing

The following guidelines have been established to ensure that the session runs smoothly and on time. Please ensure that you read them carefully and follow them precisely. Keeping to schedule is important as it allows attendees sufficient time to attend the sessions of their choice. **Your main responsibilities are to: 1) keep the session on time; 2) consult the conference website for the background information (name, professional title, and presentation title) on the speakers; and 3) manage the Q&A session and prepare questions during the presentation.**

1. It is essential that you **arrive on time**. Please be in the room at least 5 minutes before your session begins.
2. **Please introduce yourself** to each of the presenters; the number of presenters will vary depending on the session. You may wish to verify their titles at this time.
3. If the speaker comes in late, indicate that the presentation must be reduced to fit in the remaining time. If the speaker fully misses the allotted time, they will not be allowed to speak later in the session.
4. **Remind each speaker that you will keep them strictly on time** and that you will stop them if they exceed their allocated time.
 - 90' Symposium: 20 minutes per lecture, 10 minutes for general discussion at the end
 - 60' Symposium: 15 minutes per lecture + remaining time for general Q&A discussion
 - Plenary Lecture: 5 minutes for the Chair to introduce the speaker + 25 minutes for the lecture; no question time after the Plenary Lecture
 - Oral communications: 10 minutes (8 minutes per presentation + 2 minutes discussion)
 - Meet the Expert and Debate: please refer to the MtE and Debate guidelines
5. Speakers have been asked to sit at the front of the room and to introduce themselves.
6. **Please keep the speaker introductions brief**, citing only their name, their professional title, and the presentation title. Each speaker has been asked to upload a short bio to the Congress website. Please click on the info button next to the speaker's name on the scientific program and select "Speaker Info". If the

biography is missing, the speaker should have a printed copy with them for you, so that you can introduce them properly.

7. **Questions from the floor:** ask the attendees to identify themselves and make their question clear and no longer than one minute. As language may be a challenge, please make sure the presenter understands the question asked.
8. **Prepare one or two questions** during the presentation in case there are no questions from the floor.
9. Please **finish on time**. We have provided speakers with strict guidelines on time limits to ensure all speakers equitable time to present and to answer questions.