# **Guidelines for Session Chairs and Moderators**

Below please find guidelines for the session that you are chairing/moderating.

Please refer to the [interactive program](https://cmoffice.kenes.com/cmsearchableprogrammeV15/conferencemanager/programme/personid/anonymous/wspid19/normal/b833d15f547f3cf698a5e922754684fa334885ed#!sessionschedule) or the Congress App for the list of presentations in your session.

# **Session Chairs**

**Before Your Session**

* Please make sure that you are present in the assigned presentation hall at least 10 minutes before the start of the session.
* Please approach all speakers in your session and remind them to use the microphone fixed to the lectern and **emphasize the importance to stick to the allowed presentation time** including time for questions. It is advisable that speakers briefly check that their presentations are uploaded correctly before the session starts.
* Approx. two minutes before the start of each session, please take your seat at the head table and ask people to take their seats, encouraging them to sit towards the front and center rows. You should announce each speaker and supervise discussion from the head table using the microphone provided.

**During Your Session**

* Ask delegates to make their mobile devices silent and ask them not to take photos or video during the session.
* Please introduce the speaker and presentation title as indicated in the Mobile App / Hand-out on the head table
* There will be a microphone at the head table and on stands in the aisles for questions from the audience.
* Please follow the schedule closely, as it is announced in the programme.
* Notify the in-hall AV Technician immediately of AV equipment problems.

**If a Speaker Does Not Show Up**

In case a speaker does not show up, please move to the next speaker and allocate more time for discussion.

**Summary of Tasks for Chairpersons**

* **Announce speakers**
* **Time control**
* **Guide and organize the discussion**
* **Conclude the session**

# **E-Poster Moderators**

*The role of the Moderator of the allocated E-Poster Discussions session is to introduce the author and title of each E-Poster and control start and end time of each E-Poster presentation to be according to program schedule (5-minute presentation followed by 2-minute discussion)*

Presentations will be displayed on an electronic poster board station in which authors will have pre-loaded their poster. Kenes staff will provide the sequence of E-Poster presentations for introduction to each Chair at the commencement of the session.

The E-Poster station is set up to allow you to move around the poster and zoom in on any section of the poster, similar to a large iPad. It is recommended that you make yourself familiar with the E-Poster station prior to your session.

There is the E-Poster Helpdesk near the E-Posters Stations. Please approach the staff at the desk if you have any questions.

**Before Your Session**

* Show up at least 10 min before a session to make yourself familiar with the equipment.
* Please approach E-Poster Helpdesk to receive a list of E-Posters in your session.
* Please go to your designated station and wait for the speakers to arrive.

**During Your Session**

* Introduce speaker by name and his/her presentation title
* Each speaker has been allocated 7 min for presentation (5 min for presentation and 2 min for discussion). Your main task, as the chair of this session, is to finish every lecture in your session within the scheduled time. Please give a one-minute (1 min) warning.
* If an E-Poster presenter does not show up, move to the next speaker. Please ensure you marked this E-Poster absent.
* At the end of a session, please return a list of E-Posters to the E-Poster Helpdesk.

**Timings of the different sessions:**

**1. Invited Speaker Presentations**: Please refer to the [interactive program](https://cmoffice.kenes.com/cmsearchableprogrammeV15/conferencemanager/programme/personid/anonymous/wspid19/normal/b833d15f547f3cf698a5e922754684fa334885ed#!sessionschedule) or the Mobile App for specific timings of each invited speaker.

**2. Oral Presenters** (submitted abstracts): will have 10 minutes total for presentation which includes 8 minutes to present and 2 minutes for Q&A.

**3. E-Poster Presenters** (submitted abstracts): will have 7 minutes total for presentation which includes 5 minutes to present and 2 minutes for Q&A. Please find the [e-poster sessions program](https://wspid2019.kenes.com/scientific-program/) on the website.

Kenes staff will be more than happy to assist you if you have any questions.

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

Yours sincerely,

**WSPID 2019 Congress Secretariat**