

Session chair guidelines

The chairs of the oral sessions hold a key position in making the programme run as smoothly as possible.

Practical information:

- Please arrive in the room of your session at least 10 minutes before it starts.
- A technical support assistant will be present in the room making sure that all presentations of the session are correctly uploaded and will make sure in advance that all devices and audio equipment operate as planned.

Discussion:

- Please take charge of the discussion period. Recognize questions from the audience and allow everyone to participate in the discussion. Please prepare some possible questions for the presenters in case no one from the audience has a question. The **conference abstract book** is [available here](#).
- Please remind the speakers of the time limit of their presentation (according to the final programme). Each presenter has been informed to prepare a presentation for **max. 15 minutes including 2 to 3 minutes of Q&A**.
- **Please do not exceed the time assigned for the session.** The programme is very tight, and it is important to avoid delays.
- If a presentation cannot be given or if a presenter does not appear (no-show), please stick to the original programme and fill out the remaining time with questions or start a discussion.

Rating of presentations:

- **Please remind the audience to vote by giving a score from 1 to 5 (5 being the highest grade) to each presentation through the conference app.** This vote will help the Scientific committee to make a final decision regarding the conference awards.
- **You will find an evaluation sheet for session chairs available on the moderators desk in the room,** session chairs have to fill a more complex evaluation sheet for each presentation that will guide the final decision of the Scientific committee regarding the conference awards. Please fill in the evaluation sheet and give it to the assistant in the room.