



Scientific Program Session Chair Guidelines

- Please arrive at the appointed session room in which you will serve as the Chair at least 15 minutes before the session begins.
- Please start each scientific session on time and begin each session by briefly introducing the session theme and the other Chairs.
- Announcements to be made:
 - Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer on the screen. Please urge speakers who overrun to wrap up their presentations in the next 30 seconds.
- A tablet will be placed on the chairs' table, giving you access to the Congress App, which shows the latest updates of the Scientific Program and speakers' biography, and also features Q&A function. With this, you can,
 - a. Check if there are any changes of the session you are chairing. It is possible that changes will be made at the last-minute and cannot be reflected in the final program book or any printed material.
 - b. Briefly introduce each speaker and their presentation topic.
 - c. Review delegates' real-time questions posted and moderate the Q&A section. A specific guideline regarding this will be sent to session chairs in late February.

It is highly recommended to download the Congress app by scanning the QR code on the final program book cover with your smartphone.