

14th European Congress on Menopause and Andropause

3 – 5 May 2023 | Florence, Italy

Sharing Expertise for Changing Times



GUIDELINES FOR SESSION CHAIRS AT EMAS 2023

Dear Colleague,

We would like to thank you for your valuable contribution to the **14th EMAS Congress** to be held in Florence, May 3 – 5, 2023.

We want the scientific sessions to be of the highest quality, and the role of the Session Chairs is critical to achieve this, as You are an expert in the specific fields which are going to be discussed during your session(s).

Please find below some general guidelines which we recommend:

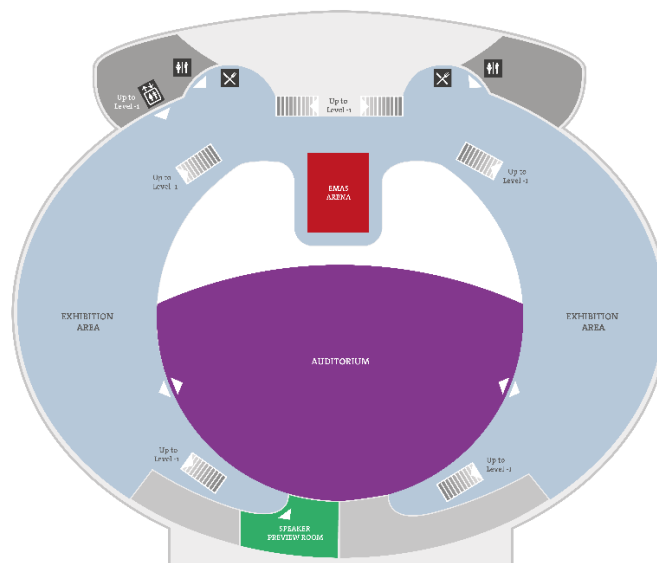
Before the Congress

Prepare at least one question of your own in case none comes from the audience in the Q&A part of your session. You may also contact the presenter and ask them which question would further enhance his/her presentation.

Right before your session

- **Be at your session 10 minutes early** to meet the presenters and to familiarize yourself with the equipment.
- Please check that the speakers have delivered their **presentations to the Speaker Preview Room (SPR)**. You can find below in green the location of the SPR.

Palazzo dei Congressi
Level -2



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Please be informed that speakers will not be able to run the presentation from their personal laptops in the session room.

During your session

- Please remind the audience that out of respect for speakers' copyright, it is forbidden to take pictures and/or to film during any session.
- Remind the speaker to absolutely respect the **time limit**.

Please check the presentation and discussion times of your session on the scientific programme, which can be found on the Congress [website](#).

- If a presentation cannot be given or if a speaker does not appear (**no-show**), use this time to start a discussion so that the next presentation can take place on schedule.

Discussion

- Take charge of the discussion period. Recognise questions from the audience and allow each person to participate in the discussion. Ask the participant to introduce himself/herself and to speak slowly into the microphone. If you think it is necessary, repeat or paraphrase the question or the answer, to make sure that everybody can follow the discussion.
- Comment on the data presented in relation to accepted current knowledge. The audience may believe that the lack of comments from the Session Chairs means acceptance, or agreement, on the presented data.

General Information

Registration

We kindly remind you that sessions chairs need to [register](#) for the Congress. Name badges should be picked up at the Registration Counter.

Speaker Preview Room opening hours

Tuesday 02.05.2023	Wednesday 03.05.2023	Thursday 04.05.2023	Friday 05.05.2023
15:00-18:00	07:30-19:00	07:30-19:00	07:30-18:00

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Session Rooms

Each session room is equipped with:

- Lectern with microphone, monitor and mouse
- Data projector for PowerPoint presentations
- Laser pointer

Once more, we would like to thank you for your contribution to a successful Congress. Should you need further information, please do not hesitate to contact the Congress Secretariat at emas-speaker@kit-group.org

With kind regards,

EMAS 2023 Congress Secretariat