INSTRUCTIONS FOR THE CHAIRPERSONS

Role

The ESSKA Section Chairs and Scientific Team would like to stress the important role of the chairpersons.

As a key expert in your particular field, your major role is to ensure that the lectures and/or abstracts are presented and discussed appropriately within the time frame allowed and thus that the timing of the session runs as planned. Chairpersons should visit the room assigned to the session a few minutes before its opening to get acquainted with the audio-visual equipment, and to discuss beforehand how they wish to distribute their respective roles during the session. During the session, the chairpersons should be as minimally intrusive as possible and stimulate the discussion when necessary, allowing as many people as possible in the audience to participate. Please keep the discussion focused exclusively on the topic of the session and ensure that comments/questions and answers are kept as short as possible.

Recommendations

It is essential that the order of presentations follows the programme so that attendees may join the session at the time indicated to hear a specific presentation if they wish. If a speaker is not present for his/her presentation, please ensure that the remaining speakers still adhere to the timing allocated for their talk.

The exact presentation times and durations for each sessions are available on the online programme.

Abstracts or Lectures not presented should be communicated to the ESSKA Speciality Days 2019 Scientific Department by email (esska-sd-scientific@kit-group.org)

Responsibilities

Please note the key responsibilities of the chairpersons:

• Be at your session at least 10 minutes before the session starts, to familiarise yourself with the equipment and meet the speakers.
• Please introduce yourself to the speakers and make sure they know how you will run the session.
• Respect safety regulations regarding room capacity.
• Ensure that all speakers have uploaded their presentation in the Speaker Center (Oral Presentation Sessions and Free Papers Sessions).
• Give a brief statement about the theme of the session.
• Introduce the speakers briefly and remind participants that filming in the session rooms is forbidden.
• Enforce the time constraints for each presentation. The exact presentation times and durations for each sessions are available on the online programme.
• Interrupt presentations if the speaker runs over time. It is up to you as the chairperson to ensure that all speakers can speak for their allotted time and that the audience has the opportunity for questions and comments.
• Facilitate the question and answer period after each presentation and also be prepared to ask questions yourself, especially if none are forthcoming from the audience.

• Promote a smooth transition between one presentation and the next

• Ensure that presenters speak slowly enough so that a multi-lingual audience will understand.

• For those of you who will open or close a session, more information will follow onsite.

**Scientific Programme**

The scientific programme, including the dates and times of presentations, can be found [online](#) the ESSKA Speciality Days website.

Should you have any questions, please contact the Conference Secretariat at: esska-sd-scientific@kit-group.org