

ISER 2016 – SESSION HEAD GUIDELINES

Dear Colleague,

We would like to thank you for agreeing to serve as a Session Head during the XXII Biennial Meeting of the International Society for Eye Research.

We want the scientific sessions to be of the highest quality and the role of the Session Heads is critical to achieve this. The Session Heads are experts in the specific fields which are going to be discussed during their sessions.

Please find below some general guidelines which we recommend that you follow:

Before the Conference:

- Prepare at least one question of your own in case none will come 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 with all speakers that they have delivered their **presentations to the Speaker Preview Room** located on level 4F of the Keio Plaza Hotel. Please be informed that speakers will not be able to run the presentation from their personal laptop 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**. 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. Recognize 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 Heads means acceptance, or agreement, on the presented data.

General Information

Registration

All invited speakers and Session Heads need to register for the Meeting. Name badges and Meeting material should be picked up at the Registration Counter located in the lobby of level 4F of the Keio Plaza Hotel.

Speaker Preview Room opening hours:

Sunday, September 25	02:00pm - 08:00pm
Monday, September 26	07:00am - 07:00pm
Tuesday, September 27	07:00am - 07:00pm
Wednesday, September 28	07:00am - 07:00pm
Thursday, September 29	07:00am - 04:00pm

Session Rooms:

Each session room is equipped with:

- Video projector and screen
- Lectern with microphone
- Laser pointer
- Laptop

Scientific Programme:

The overview of the scientific program can be found online on the [Online Session Planner](#) .

Should you need further information or if you have any questions, please do not hesitate to contact the Meeting secretariat at iser2016-abstracts@kit-group.org .

Once more, thank you for your contribution to a successful Meeting in Tokyo.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Takeshi Iwata'.

Takeshi Iwata
Local Organizer
ISER XXII Biennial Meeting

A handwritten signature in black ink, appearing to read 'Takahisa Furukawa'.

Takahisa Furukawa
Local Organizer
ISER XXII Biennial Meeting