



XXV Biennial Meeting of the International
Society for Eye Research
February 19 – 23, 2023
Gold Coast, Queensland | Australia

ISER 2023 – SESSION CHAIR GUIDELINES

Dear Colleague,

We would like to thank you for agreeing to serve as a Session Chair during the XXV 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 Chairs is critical to achieving this. The Session Chairs 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 the First Floor on top of the escalator at the Gold Coast Exhibition and Convention Centre (GCCEC). 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**. 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 Chairs means acceptance, or agreement, on the presented data.



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- Should one of the speakers require more time for Q&A they are welcome to invite the audience for an eye-to-eye meeting after the session in one of the “Meet the Experts Lounges” per floor.

General Information

Registration

All speakers and Session Organizers need to **register** for the Meeting. Name badges should be picked up at the Registration Counter located on the Ground Floor of GCCEC.

Speaker Preview Room opening hours

Sunday, February 19	16:00 – 20:30
Monday, February 20	07:30 - 18:00
Tuesday, February 21	07:30 - 18:00
Wednesday, February 22	07:30 - 17:00
Thursday, February 23	07:30 - 16:00

Session Rooms

Each session room is equipped with:

- Video projector and screen
- Lectern with microphone
- Remote Control
- Laser pointer
- Laptop
- Head table with two chairs

Scientific Programme

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

Filming and Taking Pictures

For your information, filming and taking pictures is forbidden during all sessions and delegates will be reminded of this policy.

Once more, we would like to thank you for your contribution to a successful Meeting in Gold Coast. Should you need further information, please do not hesitate to contact the Meeting Secretariat at iser2023-abstracts@kit-group.org

With kind regards,

Your ISER 2023 Meeting Secretariat

<https://iserbiennialmeeting2023.org/>