

GUIDELINES FOR SESSION CHAIRS AT IUIS 2023

Thank you for contributing to the **18th International Congress of Immunology - IUIS 2023 in Cape Town, 27 November - 2 December 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 that are going to be discussed during your session(s).

Please find below some general guidelines that we recommend:

Before the Congress

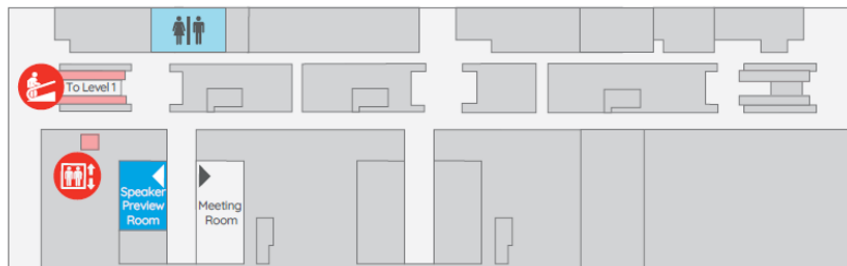
Prepare at least one question of your own in case none comes from the audience in the Q&A part of your session. We strongly encourage you to contact the presenters beforehand, in order to make sure they will be attending the session.

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 (Room 2.41-2.42 on Level 2)**. You can find below the location of the Speaker Centre.

CTICC 1 - Level 2

- Session Rooms
- Exhibition & Poster Area
- Registration Area
- Speaker Preview Room
- Lift
- Escalator
- Restrooms
- Catering Shop
- Coffee Break Area



Speaker Preview Room opening hours

Sunday, 26 November	15:00 - 18:00
Monday, 27 November	09:00 - 19:00
Tuesday, 28 November	07:30 - 17:30
Wednesday, 29 November	07:30 - 17:30
Thursday, 30 November	07:30 - 17:30
Friday, 01 December	07:30 - 18:30
Saturday, 02 December	07:30 - 18:00

Session Rooms

Each session room is equipped with:

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

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 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 show up, 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 of, or agreement on the presented data.

Registration

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

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 scientific@iuis2023.org

With kind regards,
IUIS 2023 Congress Secretariat