



GUIDELINES FOR SESSION CHAIRPERSONS AT IUIS 2025

Thank you for contributing to the **19th International Congress of Immunology - IUIS 2025 in Vienna, 17 August - 22 August 2025.**

Your role as a Session Chairperson is critical in organizing sessions of the highest quality, as you are an expert in the specific fields that are going to be discussed during your session(s).

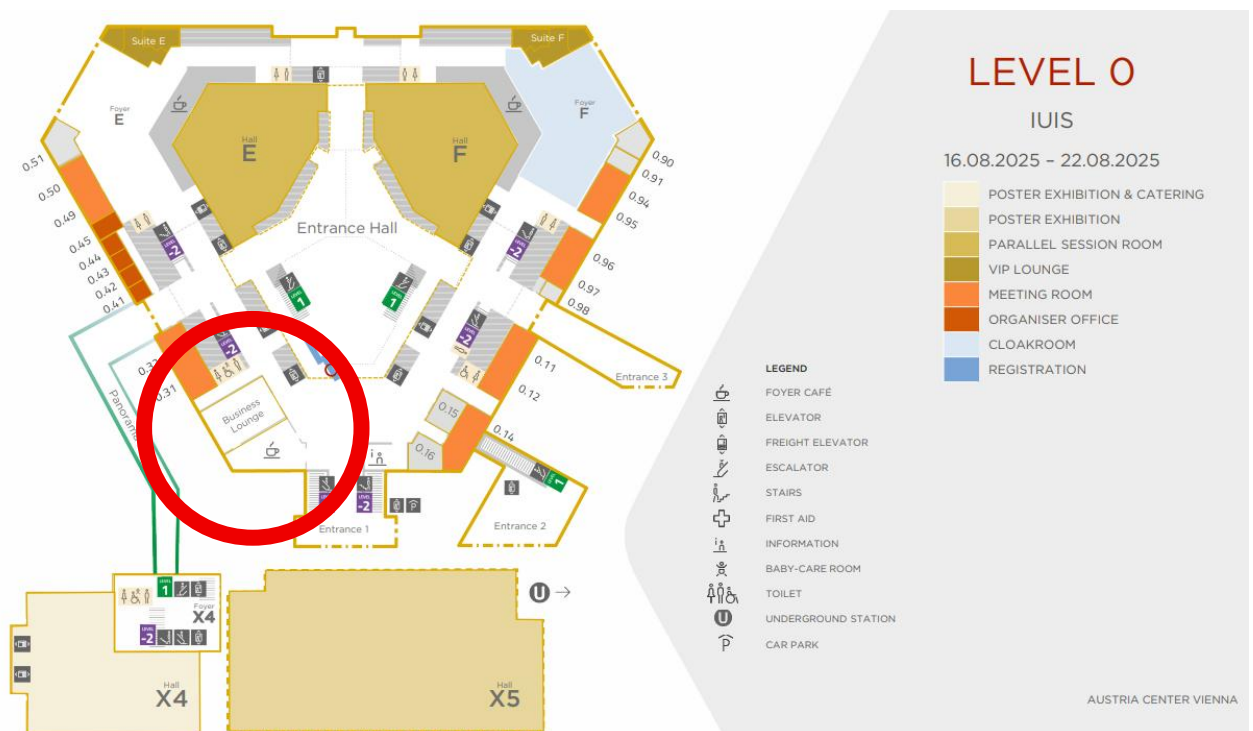
Please find below some general guidelines that we recommend:

BEFORE THE CONGRESS

Prepare at least one question of your own in case no one comes from the audience in the Q&A part of your session. We strongly encourage you to contact the presenters beforehand, to make sure they will be attending the session.

RIGHT BEFORE YOUR SESSION

- Please check that the speakers have delivered their **presentations to the Speaker Centre (Level 0/Business Lounge)**. You can find the location in the map below.



- **Be at your session 10 minutes early** to meet the presenters and to familiarize yourself with the equipment.



SPEAKER CENTRE OPENING HOURS

Monday, 18 August	07:30 - 19:00
Tuesday, 19 August	07:30 - 18:30
Wednesday, 20 August	07:30 - 18:30
Thursday, 21 August	07:30 - 18:30
Friday, 22 August	07:30 - 15:00

SESSION ROOMS

Each session room is equipped with:

- Lectern with microphone, mouse and notebook for running the presentations
- 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. The sessions will be recorded by the staff onsite.
- Remember the speaker to respect the **time limit**. Please check the session schedule in the scientific programme on the [IUIS 2025 Congress website](#).

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.
- Comment on the data presented in relation to accepted current knowledge. The audience may believe that the lack of comments from the Session Chairperson means acceptance of, or agreement on the presented data.

CODE OF CONDUCT

- Only scientific content is allowed within presentations.
- Presenters are responsible for the content of their presentations, whether oral or written, and shall secure appropriate consent from collaborators and funders, as relevant, prior to any presentation at the IUIS Congress.
- The presentation of research or data within sessions, posters or in other formal or informal engagements is the sole responsibility of the presenter. IUIS and K.I.T. Group are not responsible for the data, its accuracy or the way it was obtained.

Once more, we would like to thank you for your contribution to a successful Congress.

With kind regards,
IUIS 2025 Congress Secretariat
program@iuis.org