



INSTRUCTIONS FOR CHAIR PERSONS

Before the conference:

- ✓ Make sure you know which session you are to chair; check for any scheduling clashes with any other commitments and notify the organisers as soon as possible if you cannot serve as session chair

Before the session:

- ✓ Chair persons are kindly asked to arrive in the conference room at least 10 minutes before the session start and meet briefly with the presenters and the technical assistants.
- ✓ Bring with you the 17DECGE Program and check before the start if changes occurred and if speakers are all present.
- ✓ You don't need to take care about technical problems as there is a technical assistant in every conference room. Please check with the technical staff if all presentations have been uploaded and checked. If there are presentation during your session that was not yet uploaded, please leave it at the end of the session.

During the session:

- ✓ Start the session promptly at the announced time.
- ✓ Conclude the session promptly at the announced time by making a short session summary and by acknowledging all speakers.
- ✓ Please introduce yourself – name and company/institution, including country. Please keep this introduction very brief. Please also mention the topic of the session you are chairing. As well, you are required to mention if questions can be addressed and how.
- ✓ For the **plenary sessions** no questions will be addressed live, in principle. Please announce that questions can be addressed to the speakers during the breaks, but also using [chat on Slack with 17DECGE attendees](#). The same applies for all sponsor sessions.
- ✓ For the **discussion sessions** please announce that after each presentation there will be 2 minutes for (one) question, others being possible to be addressed during the breaks and also using [chat on Slack with 17DECGE attendees](#).
- ✓ The chair persons are kindly requested to check the questions addressed via [chat on Slack with 17DECGE attendees](#). If there are no questions addressed orally during the session and you have time, you can address one of the questions arrived by chat. The questions on the chat should be answered by the speakers to whom they are addressed.



- ✓ When sessions are co-chaired by 2 persons, please introduce yourself both chairs and present the speakers alternatively. When one of the co-chairs has also a presentation during the same session, he/she should be introduced by the other co-chair. Co-chair persons are one from Romania and one from another country.
- ✓ There are different **types of presentations**: keynote speakers, invited speakers, panelists, simple presentations, sponsor presentations. Details are given below about each type.
- ✓ Some keynote speakers are scheduled during a session, some others are individual, outside the sessions. The same applies for sponsor presentations, some are individual, some are within a session.
- ✓ Each presenter is given a certain time slot, inscribed in the detailed program, that may not be exceeded, which is a total time, including in some cases minutes for answering questions, but also the time for changing of presenters at the podium, introduction by chair etc.
- ✓ The chair persons are required to **keep record of the time** for each presentation and act in such manner that **the schedule is strictly respected**. Politely inform the presenters when their time limit is approaching. If a speaker is not present at the scheduled time, please proceed with the next speaker. If the missing speaker is coming later you can change the order of the presentations to include her/him.
- ✓ The chair persons are kindly asked to try to keep people in the room to all presentations and, when there is another session or sponsor session following without a break, to encourage people to attend it, especially when sponsors presentations are scheduled, as they all have interesting things to share and without them all conference will not be possible. Every time this is relevant please acknowledge the sponsors. For the discussion sessions where some time for discussions is allocated, moderators can also organise them after sponsors' presentation.
- **Types of presentations:**

Keynote speakers – 30 or 40 minutes – total time, with an effective presentation time of 25 or 35 minutes, respectively, keeping 5 minutes for the introduction by the chair and acknowledgment at the end of the presentation. No questions will be addressed live during the session. If you are chairing a session with a keynote speaker, please introduce her/him very briefly, mentioning the institution and, if relevant, the position (in ISSMGE or national SMGE society etc.). Some details about each keynote speaker can be found here (<https://17decge.ro/about-the-conference/#keynote-speakers>), but please keep the introduction short. After the keynote presentation the chair of the session will offer a present to the keynote speaker and will thank her/him on behalf of the organisers.

Invited speakers – 20 minutes - total time, with an effective presentation time of 17 minutes, keeping 3 minutes for the introduction by the chair and acknowledgment at the end of the presentation. No questions will be addressed live during the session. After the invited presentation the chair of the session will offer a present to the keynote speaker and will thank her/him on behalf of the organisers. Some details about each keynote speaker can be found here (<https://17decge.ro/about-the->



[conference/#keynote-speakers](#)), but please keep the introduction short. After the invited presentation the chair of the session will offer a present to the invited speaker and will thank her/him on behalf of the organisers.

Panelists - 15 minutes - total time, with an effective presentation time of 13 minutes, keeping 2 minutes for the introduction by the chair and change of presenters. No questions will be addressed live during the session. Introduction by the chair person should be only the name of the speaker and the title of the presentation.

Presentations during plenary sessions – 10 minutes - total time, with an effective presentation time of 8 minutes, keeping 2 minutes for the introduction by the chair and change of presenters. No questions will be addressed live during the session. Introduction by the chair person should be only the name of the speaker and the title of the presentation.

Presentations during discussion sessions - 10 minutes - total time, please consider an effective presentation time of 8 minutes, keeping 2 minutes for questions from the audience. Introduction by the chair person should be only the name of the speaker and the title of the presentation.

Sponsors presentations – 15 or 30 minutes - please consider an effective presentation time of 13 or 28 minutes, respectively, keeping 2 minutes for the introduction by the chair and change of presenters. No questions will be addressed live during the session. Introduction by the chair person should be only the name of the speaker and the name and category of the sponsor and the title of the presentation.

- **Types of sessions:**

Plenary sessions: Only presentations, without questions from the audience. If there is time remaining after a presentation comments can be made by the chair person(s) on the topic.

Keynote sessions: Only presentations, without questions from the audience. If there is time remaining after a presentation comments can be made by the chair person(s) on the topic.

Discussion sessions: After each presentation, 2 minutes of questions from the audience. If the presenter used the entire allocated time slot, no questions can be addressed orally, but can be discussed during the breaks with the presenters or be addressed via [chat on Slack with 17DECGE attendees](#). If there is time for questions and there are none from the audience, the chair persons are supposed to animate the debate and ask questions or provide comments. For some discussion sessions there is a little time at the end of the session for more discussions. Require each questioner to first introduce himself by name and university/organization and then to ask the question.