"Guidance for Session Chairs"

The purpose of the sessions is to convey information to the audience, and offer opportunities for brief question and answer periods following each presentation. Each session will be staffed with a technical secretary responsible for the overall organization, session chairs responsible for moderating the session and a recorder responsible for summarizing and capturing the key highlights of the session.

Roles and responsibilities of the Session Chairs are

- To ensure that the session is managed properly and remains on schedule

Pre-Session Briefing (30 minutes prior to the session)

The purpose of the Pre-session briefing is:

- To collect any missing bio data for all presenters/panellists/forum participants
- To review the appropriate guidelines and timekeeping rules with the technical secretary and the presenters
- To get to know each other before the session, discuss open issues relevant to the success of the session

Technical secretaries, chairs, e-poster presenters, oral presenters, panelists and recorders are required to participate in the pre-session briefing 30 minute prior to the session begins.

Pre-Session Briefing Times and Locations:

Briefing for Morning Sessions:	**8:30 am – 9:00 am**	
Briefing for Afternoon Sessions:	**1:30 pm – 2:00 pm**	
Sessions in Boardroom A	Pre-Session Briefing Room:	M0E 67
Sessions in Boardroom B	Pre-Session Briefing Room:	M01 27
Sessions in Conference Room M1	Pre-Session Briefing Room:	M0E 69
Sessions in Conference Room M2	Pre-Session Meeting Room:	M0E 70
Sessions in Conference Room M3	Pre-Session Meeting Room:	M01 16

During the Session

The chairs for the session shall:

- **Introduce each presenter**
    - o Keep the length of the introductions to **2 minutes or less.** This allows more time for questions
    - o Use the bio data forms provided by conference service to facilitate the introduction

- **Moderate the session**
    - o Each oral presenter has 15 minutes for their presentation and 5 minutes for questions and discussion. **In total, 20 minutes has been allotted to each speaker**
    - o Any remaining time at the end of the session may be used to continue discussion

- Ensure that all participants use the table microphones, and clearly identify themselves when asking a question or making a point
- Ensure that the session begins and ends on time, and resumes in a timely fashion following the coffee breaks
- Work with the technical secretary and the recorded to identify the main points made during the session for inclusion in the Session summary. The key points will be included in the Rapporteur's closing statement at the end of the Symposium.