INSTRUCTIONS FOR SESSION CHAIRS

As a session chairperson, you are responsible for managing the timing of presentations within your assigned session(s):

Before the session:

- Note that some presenters may not be able to attend the Congress. Please indicate on the Session Sheet who actually presented.
- Familiarise yourself with your sessions and the speaker presentations in advance.
- Check your session's content for any last-minute changes.
- Review the papers to be presented.
- Prepare questions in advance to help stimulate discussion.
- Arrive at your session at least 10–15 minutes before the scheduled start time.

At the session:

- Check the session room for necessary AV equipment and notify staff immediately if assistance is needed.
- Ensure each author is familiar with the AV equipment.
- Remind authors to sign the sign-in sheet to confirm they have presented.
- Introduce yourself to the audience before the start time, announce the session title, and kindly ask attendees to take their seats promptly. Encourage the audience to fill the front and centre seats first.
- Ask attendees to set all mobile phones to silent mode.
- Start the session on time.
- Introduce the speaker and paper title as listed in the Programme.
- If there are no last-minute updates, strictly follow the schedule regarding the order of speakers and the start and end times of each presentation. This is essential for the Congress; all speakers must have their allotted time.
- Encourage the audience to reserve questions for the presenter.
- Note that the designated time for Q&A and discussion with the speakers is allocated at the end of each presentation.

„Presentation" refers to the total allotted time for both the presentation and Q&A. If the presenter exceeds their time and does not leave time for questions, proceed immediately to the next presentation without the Q&A, and invite attendees to contact the speaker during the coffee or lunch break.

- Ensure there are no disturbances during the presentations.
- At the end of the session, thank the presenters and attendees for their participation.
- If a paper was not presented, indicate this clearly on the report.

Be prepared for the unexpected. If the session ends early, you may:

- Ask prepared questions to the presenters.
- Solicit questions from the audience.
- If you finish before the allotted time, you may end the session early after attempting the above.

In the case of a No-Show (where there is no presenter), clearly indicate this on the Session Chair Report and also report it to: Marina Laškarin Ažić – marinal@fthm.hr

Thank you for your contribution to the success of this year's Congress!