CHAIR GUIDELINES

Before the session

When?
Check the presentation handling system at least 60 minutes prior to your session to control whether all speakers have uploaded their presentations (or ask the room attendant for information). Should the speakers not have done so yet, please make sure they will.

Where?
Speaker Ready Room Location: Executive Boardroom on Mezzanine Floor

Opening times:
Sunday, October 16 07:00 – 20:00
Monday, October 17 07:30 – 18:30
Tuesday, October 18 07:30 – 18:30
Wednesday, October 19 08:00 – 18:30
Thursday, October 20 08:00 – 13:00

During the session

When?
Arrive 10 minutes before the session begins and confirm your presence to the room attendant.

Procedure?
Identify the speakers and discussant(s) in advance and introduce yourself. Remind each presenter of the time limits that apply and describe the method you will use to alert them if time limits are exceeded during the actual presentation.

► At the start of the session
   Introduce yourself to the audience, announce the session/title and offer a brief overview indicating how the talks are related.

► Prior to each talk
   Introduce the speaker with very brief comments regarding the affiliation and/or background of each presenter.

► After each talk
   Speakers are asked to leave 2-3 minutes at the end of their dedicated talk time for questions & answers. If the speaker finishes early enough, please ask the audience for questions without forgetting to keep the time.

During the presentations enforce time limits strictly so that no author (or audience member) monopolises someone else’s time.

Thank you for your participation in the programme of EANS2022!