GUIDELINES FOR SESSION MONDERATORS

Before the Session:

1. **Arrival and Preparation:**
   Please arrive at your designated session room 15 minutes prior to the start time. Familiarize yourself with the session's speakers and their presentation topics in advance. You may access the full programme **here** and the abstracts **here**

2. **Presentation Materials:**
   Ensure that all presentations are uploaded on the laptop provided in the room before the session begins. Check that any audio or video files work. If there are any issues, please notify the technical team immediately.

During the Session:

1. **Introduction:**
   At the start of the session, greet the participants whilst thanking them for their attendance, introduce yourself and the session title. When presenting the speakers simply say the title of their presentation and their name. There is no time for short biographies.

2. **Time Management:**
   Each speaker has a set time limit for their presentation. They have been informed of this beforehand. For 10-minute presentations, kindly notify them when they have 3 minutes left. For longer presentations, please give a 5-minute notification unless the speaker themselves asks for more. Ensure that the session stays on schedule.

3. **Q&A Session:**
   At the end of most sessions, there is allocated time for questions from the audience. Encourage concise questions and brief responses to keep the session moving. If time runs out, kindly ask and encourage the speaker and attendees to continue discussions after the session and during breaks.

4. **Technical Issues:**
   If there are any technical difficulties during the session, notify the technical team immediately, and handle the situation calmly to minimise disruption.

End of Session:

1. **Closing Remarks:**
   Conclude the session by thanking the speakers and audience for their participation.
   Remind attendees of any upcoming sessions,breaks, poster sessions, gala dinner or closing ceremony, whatever is applicable for the day and time.

2. **Stay on Schedule:**
   Ensure the session ends on time to avoid delays in the programme.

General Etiquette:

1. **Stay Neutral and Professional:**
   Ensure that all discussions remain professional and relevant to the session's theme.

2. **Facilitate Participation:**
   Encourage audience participation but be prepared to manage time if the discussion becomes too lengthy.

Support Materials:

- **Printed A4 Scientific Programme**: For easy reference during your session.

- **Pen & Paper**: For taking notes or marking specific items in the programme.

- **Microphone (Auditorium Only)**: If your session is in the auditorium, a microphone will be provided by the technical team to ensure you can be heard clearly. In rooms 1, 2, and 3, microphones will not be required.

- **Laptop (Rooms 1, 2 and 3 Only)**: If your session is in room 1, 2, and/or 3, a laptop will be provided with all the session presentations on it. For each speaker, please open the oral presentation that will be on the laptop. If you encounter technical problems, a representative from the technical team will be available on the floor to assist you.

- For **moderators in the Auditorium**, these steps are not necessary as there is a dedicated room technician who will open and project the presentations.

Online and Recorded Presentations:

In certain instances, we will have presenters joining online or sending recorded presentations. These will be clearly marked in your printed programme for easy identification.

- **In the Auditorium**: The technical team will handle connecting online speakers and playing recorded presentations.

   Visual and Audio Limitations: Please note that online speakers cannot see the audience. They will, however, be able to hear you and the others if you speak in the microphone.

- **In Rooms 1, 2, and 3:** As the moderator, you will have the following responsibilities for online speakers:

   ZOOM Connection: Ensure the online speaker is connected via ZOOM using the room's laptop.

   Pre-Session Test: Allow the speaker to enter the ZOOM meeting before the session begins. Have a brief test with them to check sound and screen sharing, making sure they (as well as you) are comfortable with the setup.

   Visual and Audio Limitations: Please note that online speakers will only see you through the laptop camera and cannot see the audience. Additionally, they will not be able to hear audience questions clearly. As the moderator, you will need to relay any audience questions directly to the online speaker.