POSTER SESSION CHAIR GUIDELINES

Posters are grouped into two/three pods per session. Posters in each pod will be presented concurrently. Presenters will have 3 minutes to present and 2 minutes to answer questions during the dedicated in-conference session.

DUTIES OF SESSION CHAIRS

Your key tasks are:

- Ensuring the smooth running of the session
- Introducing speakers and facilitating time management of their presentations
- Making the best use of the limited time for discussion and taking questions from the audience

PRESENTATION TYPES AND LENGTH

- **Poster presentations** are 5 minutes (3 minutes + 2 minutes Q&A). Time each speaker and alert the speaker when they have 1 minute remaining.
- Be firm (**ruthless**) in cutting them off when their time has expired. This will ensure that all speakers are given a fair go and will allow time for discussion.
- In the event that a presenter of a poster is not present proceed to the next poster.

PRIOR TO YOUR SESSION:

- Meet with the speakers in the poster area adjacent to the relevant pod. Confirm the order of presentations shall be as on the program. Inform the speakers of their presentation time limit and that you will cut them off if they exceed their allocated time.

- Identify yourself and your affiliation at the beginning of the session.

FOLLOWING EACH TALK

- Thank the speaker and proceed to the questions or to the next speaker's introduction.

- If the speaker finishes earlier than scheduled in the program, proceed to the next poster.

- During the discussion ask the questioners to identify themselves and affiliation. Ask that questions be brief and to the point.

AT THE END OF THE SESSION:

Thanks all the speakers again.

If you have any questions or concerns during the Conference, please see one of the roving AV Technicians, visit Speaker Support (Room 12) or locate an AV Desk positioned in foyers outside of the session rooms; alternatively, see staff at the registration desk located on Level 2.