



Guidelines for Moderators/Session Chairs

- Report to your session room five minutes before the scheduled starting time.
- Introduce yourself to the AV technician in your room and familiarise yourself with the venue equipment.
- The timer system, operated by the AV technician, will be displayed on the moderator's monitor.
- Remind speakers of their time limit. Questions are included within the allocated talk time unless a separate slot has been provided at the end of the session.
- Begin the session on time and do not allow any speakers to exceed their allocated time, as this affects the entire programme.
- Briefly introduce yourself, and then each speaker before their presentation. Biographies are available on the congress app—use only the speaker's name and topic title to introduce them to ensure the programme runs on time.
- No alterations may be made to the programme.
- A printed programme and session agenda will be available on the top table.