



### **Invited Program Session Chair Guidelines**

- Please arrive at the appointed session room in which you will serve as the Chair at least 15 minutes before the session begins.
- Please start each scientific session on time and begin each session by briefly introducing the session theme and the other Chairs.
- Announcements to be made:
  - Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer on the screen. Please urge speakers who overrun to wrap up their presentations in the next 30 seconds.
- Please briefly introduce each speaker and their presentation topic. There will be a tablet computer on the desk. You can look up a speaker's biography if s/he has uploaded the information.
- The final program book may not reflect some last-minute changes made to the program. Please download the Congress app by scanning the QR code on the final program book cover with your smartphone. The program schedule available in the app is final and shows real-time updates.
- You will be briefed via email regarding the session schedule.