



Dear Session Chairs,

Thank you for agreeing to chair or moderate a session at this year's Congress. Below you will find important information regarding your role. Every session will have two Chairs.

Please familiarize yourself with the sessions and speakers so that you can facilitate Q&A and discussion at the end of the session.

1. Speakers

All speakers are presenting onsite.

You will find a print-out, with details of your session (including speaker names) on the moderation table when you arrive in the session hall.

2. Time keeping

Our program is very tight, and sessions may not run over. One of your roles as chair is therefore to ensure that all speakers adhere to their time allocation and to stop them if necessary. If speakers do overrun, then the discussion part of the session will need to be reduced.

To ensure that the program runs smoothly, the following procedure will be used to maintain good timekeeping:

The program shows times allowed for each speaker. The speaker will be able to monitor their time via a timer in the pre-view-monitor and will be notified when their time expires. If the speaker continues to talk and does not start concluding their presentation when the red speaker light appears, then we ask you after a short tolerance to ask them to stop.

3. Discussion

Ask presenters to take a seat at the podium after their talk. There will be a discussion period after every 4-5 talks. Encourage questions from the audience but ask that people pose only one question each to avoid one person using all the discussion time.

Thank you very much for your support and leadership!



Basic Rules for a Great Moderator

1. During the break before your panel familiarize yourself with the AV technical support staff.

Make sure all your speakers are in the auditorium before the time of your panel.

2. At the time of your panel, be the first one to come up to the podium. Then invite your first speaker to come up to the stage to avoid any delays between the sessions.

3. Avoid delaying the start of your session regardless of how many are in the audience. One delay kills the entire day!

4. Have a couple of lines to introduce each presenter. It is polite, helps their egos, and reminds the audience “why” such individuals were invited by ISCFS to speak - ultimately it adds value to the meeting.

5. Stick to the real time, no “favors” to anyone even if he or she is a friend. Give a 1 minute alert and stop them when their time is up. It is discourteous to the other panelists, and to the audience, to allow one speaker to monopolize the panel.

6. Leave enough time for discussion and questions. It is disrespectful to the audience not to allow time for their questions.

7. It is the moderator’s responsibility to keep the room full of energy and to make sure that the audience is awake, motivated and anxious to ask questions. Try to encourage and allow questions from the floor before asking any questions yourself. If there are no questions from the floor, please ask a question to the speaker and try to engage the audience.

8. Before you leave the podium remind the audience to visit the exhibitors. They have provided a great deal of financial support for the Congress and deserve time with our registrants. Let’s not disappoint them.