Instructions for Oral / Poster Session Chairs

Thank you for offering to act as a session chair. Chairs have the essential task of making sure that the session runs effectively and that technical exchanges are encouraged and facilitated. This entails more than just keeping time, although this is an important aspect of being a chair.

Below we describe your tasks (click to navigate)

[Before the conference](#)

[During your session](#)

[After your session](#)

Before the conference

Familiarise yourself with papers

Check the papers on EDAS:

To do this: log into EDAS and choose "Chairing" from the "My…" drop down menu (figure 1 below)
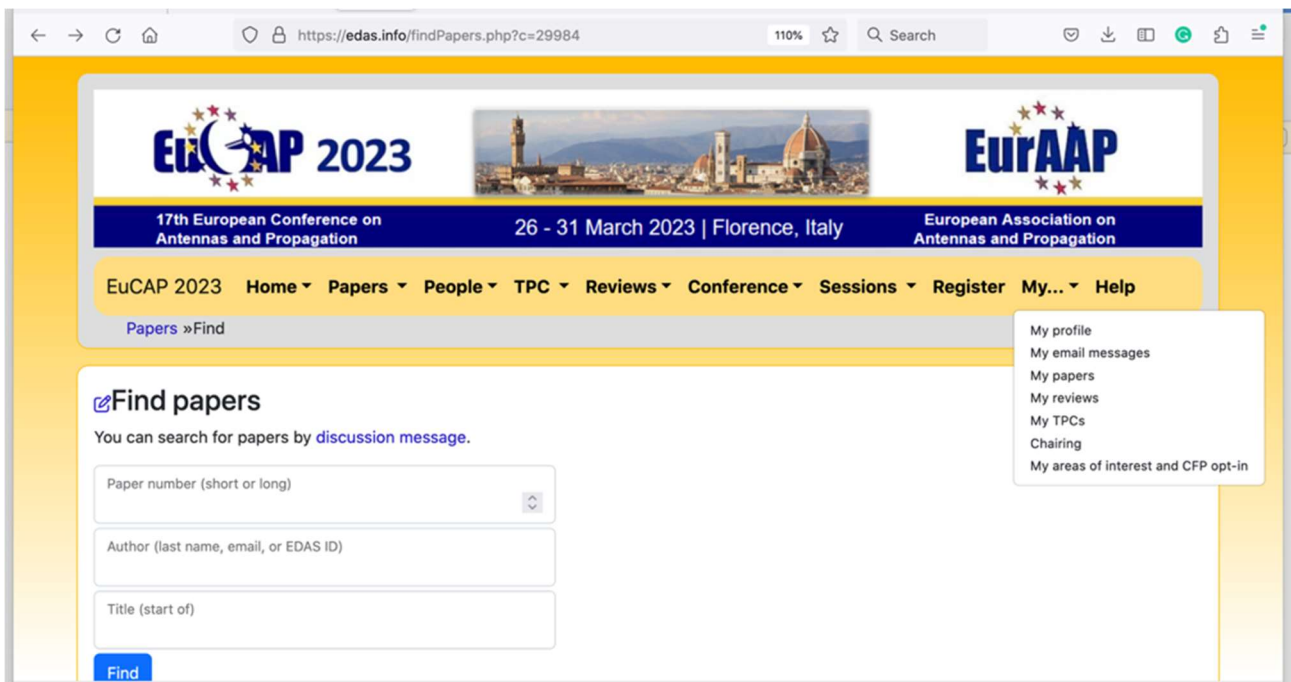
Figure 1: Choose "Chairing" from drop down menu

There you will see information about any sessions that you are chairing, such as the paper titles, time, location *etc.* (fig 2). Please check for any scheduling clashes with any other commitments and notify the Technical Program Committee at tpc@eucap2023.org if you cannot serve as session chair.

Figure 2: Session information

Here you also will find the name of any co-chairs for the session. Feel free to liaise with them in order to share and coordinate tasks. You can email your fellow chairs by clicking on the email icon (highlighted in red box in figure 2). This opens an email page from which you can contact the authors, presenters or other chairs. You can toggle between intended recipients in the "Send message to" field (fig. 3)
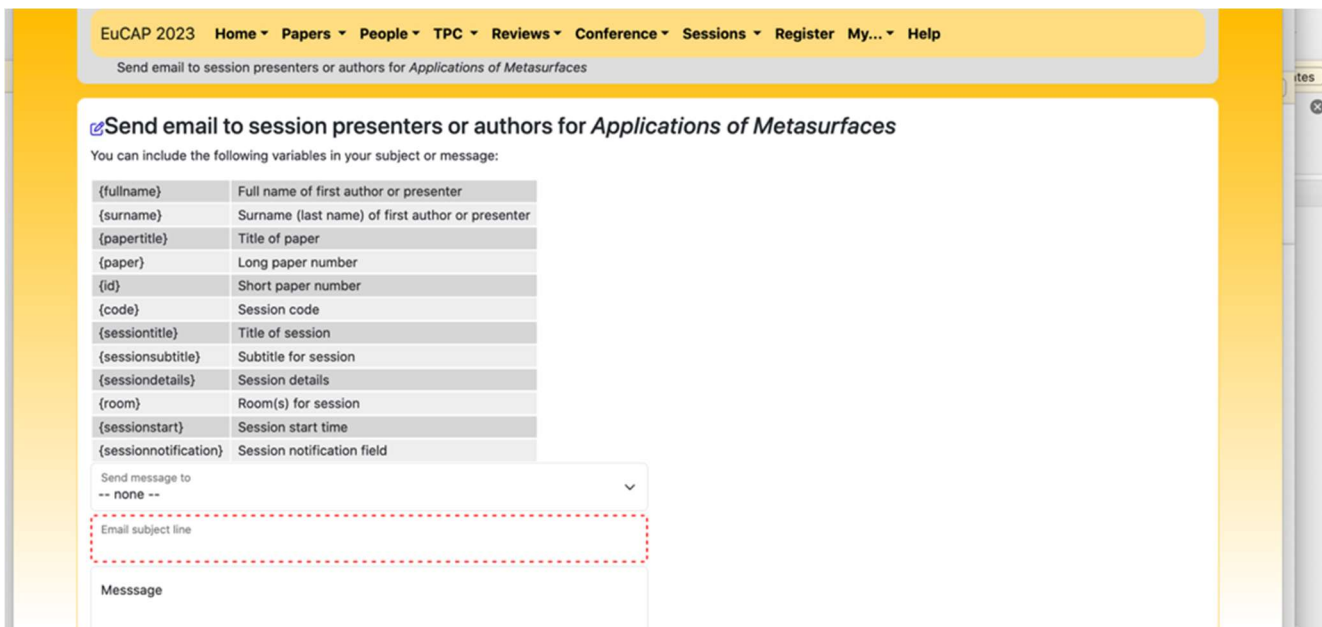
Figure 3: Email to other chairs or authors/presenters

Clicking on any paper title on the session information page will bring you to a page with information about that paper (figure 4). Scrolling down and clicking on "Final Manuscript" allows you to download the final pdf manuscript.

Figure 4: Paper information.

During your session:

Oral Sessions:

Some general tips:

- Arrive at the room 15 minutes prior to the start of the session:
    - Make yourself known to the technical assistant who will assist you.
    - Greet the speakers and make sure that all speakers are present.
    - Explain your role to the presenters.
    - In case of a no-show (presenter not present):
        - Make an announcement at the beginning of the session to confirm that the speaker is indeed not present.
        - Bear in mind that in any case the next paper after the no-show **must not** start before its scheduled time, since the **original schedule must be kept**.

- Introduce yourself to the audience and give a brief introduction of the speakers and the

overall topic.

- Explain the time allocation – each presenter has 15 minutes to present, and 5 minutes for questions. Explain that you will inform the speaker when it is 3 minutes before the end of the presentation time and that **after 20 minutes have passed the next presenter will be introduced.**
- Introduce each speaker. Check the time when the presentation starts.
- Make sure each presenter adheres to the time limit.
- After the presentation invite questions. If questions remain after the time is over, suggest that the discussion resumes over coffee after the session. Make sure that more than one person has a chance to ask a question. **As a courtesy it is advisable to have a question prepared that you can ask in case that no questions are volunteered from the audience.**
- Thank the speakers and the audience for their attention and conclude the session.

Poster Sessions:

- Arrive at the display area prior to the start of the poster session
- Check that all posters and presenters are present
- There will be conference staff available to help with fixing posters etc.

After your session (oral/poster)

Please complete the session report, and mark clearly the presented papers and any **no-shows**. Session reports can be downloaded from the session information page. Click on the bullet points icon under "Email to authors/session sheets/certificate" (red box in figure 5 below). These can be completed electronically or printed out and completed manually. They should be returned to **tpc@eucap2023.org.**

Figure 5: Download session sheet

Figure 6: Session report template

Thank you for your support to the EuCAP 2023 conference! Please contact edas.admin@eucap2023.org if you need any technical assistance.