

# Guidelines for moderators of oral sessions

## GUIDELINES FOR ORAL SESSION CHAIRPERSONS

- Familiarize yourself with the presentations in your session ahead of time.
- In line with WPA's commitment to sustainability, we will not be providing printed session outlines with the presentation titles and speakers names. Your session details can be found on the [app](#) and in the [online program](#).
- If you have a co-chair, please feel free to discuss the following and decide how you would like your session to work:

- Who would introduce the session?
- Who introduces which speaker?
- How you wish to run the Q&A? e.g. one of you asks the questions or you take turns etc.
- Who would like to make the closing remarks?

\*Please also bear in mind, one of you will need to be the timekeeper and gently interrupt if a speaker overruns.

- The speakers will most likely be seated in the first row of the hall and will make their way to the lectern on stage when it is their time to present.
- A technician will also be present in the hall at the AV table. Notify them immediately of any equipment problems.

## START OF THE SESSION

- Introduce yourself and your co-chair (if applicable) by name and affiliation.

## DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the Congress App (note there could be last minute changes)
- Please follow the schedule closely and gently interrupt speakers if they exceed the allocated time for their lecture
- Encourage the audience to ask questions

Please note:

- If a speaker fails to attend the session, move to the next speaker
- If the session ends early, please solicit questions from the audience and lead a discussion

## **TO END THE SESSION**

- At the end of the session, kindly thank the presenters and the audience for their participation.