

Guidelines for Chairs of Free Communication Sessions

SESSION OUTLINE

- The time allotted for the session is **60 minutes**.
- The first row of the hall is reserved for the speakers.
- The chairpersons will be seated at the head table on the stage and will introduce and welcome each speaker to come up to the lectern when it is their turn to present.
- Each speaker has **8 minutes for their presentation** followed by **2 minutes for a short Q&A** from the audience moderated by the chairpersons.
- After each presentation, the speaker is kindly requested to take their seat in the audience so the next speaker can come up to the lectern.

BEFORE THE SESSION

- Please refer to your session schedule via the CORA 2023 mobile app or [interactive program](#).
- Please arrive at the session hall about **5-10 minutes before the session start**.
- Please prepare your own questions for the speakers in case of lower activity from the audience.
- A technician/staff member will also be present in the hall at the AV table to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.

At the beginning of the session:

Please ask people to take their seats and encourage them to take front and center seating.
Ask them to silence any mobile devices, and refrain from photographing / recording the lectures.

START OF THE SESSION

- **Introduce** yourselves by name and affiliation.
- **Welcome** the audience in the hall.
- **Outline**, very briefly, the session content. "We are going to talk about: x,y,z".
- **Encourage** the audience **to ask questions** during the short Q&A portions after each presentation.

DURING THE SESSION

Please follow the schedule closely and gently interrupt speakers
if they exceed the allocated time for their presentation.

- Introduce the speakers and presentation titles when it is time for their presentation (session outline will be provided on the head table).
- Please take the initiative when appropriate to help stimulate questions from the audience and lead the discussion.

Please note:

- If a speaker fails to attend the session, please excuse them and 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 speakers and the audience for their participation.

AFTER THE SESSION: ABSTRACT AWARDS

- We kindly ask you to select the **best presentation** in your session and inform us of your selection after the session at vdanielsen@kenes.com (or at the Faculty Desk onsite - Valentina Danielsen). The best abstracts in each session will be awarded during the final closing ceremony at the Congress.

In case of questions, please [contact](#) the CORA 2023 Secretariat or find us onsite in the Registration Area of the Congress venue.

Thank you for your valuable contribution to the success of the CORA 2023 Congress!