

Guidelines for Chairs of Scientific Sessions

SESSION OUTLINE

- The time allotted for the session is **60 minutes**.
- The first row of the hall is reserved for the speakers.
- The chairperson 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 **15-17 minutes for their presentation** followed by **3-5 minutes for a Q&A** from the audience moderated by the chairperson.
- 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 2025 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** yourself 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 using the microphones in the hall.

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.

TO END THE SESSION

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

In case of questions, please [contact](#) the congress organizers or find us onsite in the Registration Area of the congress venue.
Thank you for your valuable contribution to the success of the CORA 2025 Congress!