

FENS 2023: INSTRUCTION FOR ORAL AND POSTER SESSION CHAIRS

Thank you for accepting to chair Plenary lecture session, Special lecture, Scientific symposium, Oral or Poster Rapid-Fire sessions. Your support of the conference is greatly appreciated.

There will be technical support in each room.

All speakers should have uploaded their presentation PRIOR to the session.

Abstracts of all oral and poster presentations can be found on the conference app in a Abstract Daily Programme.

All scientific symposia and oral communication sessions are 90 minutes long. Plenary lecture sessions are either 45 or 90 minutes long. The Special lectures session is 45 minutes long. Rapid-Fire Poster sessions are 60 min long (Poster Forum). Daily program for all sessions is available on the conference website, please check it for eventual changes.

Instructions:

1. Ahead of time, familiarise yourself with the session you are chairing and its location.
2. Get to the room 15 minutes ahead of the start time of the session.
3. Chairs of Oral and Poster sessions should find in the room a sheet with the list of all presentations planned for this session. This list will be used for selecting the best oral /poster presentation for the awarding process. If possible, only one oral / poster presentation per session should be proposed for the award. After the session, chairs should give their filled-in lists to the technical staff in the room.
4. Identify and introduce yourself to your co-chair if there is one.
5. Try to identify the speakers in your session, introduce yourself and check that they know how long their talk should be. Plenary and Special lectures are 45 minutes including Q&A time. Presenters of Oral communications have 10 minutes INCLUDING 2 minutes for Q&A. Presenters in Rapid-Fire Poster Sessions have 4 minutes INCLUDING 1 minutes for Q&A.
6. Most Scientific symposia (but not all) have three speakers so each speaker will have 30 minutes including Q&A time. If there are more than three speakers then speaking time will be shorter; speakers should be aware of that. A small number of sessions plan a general discussion at the end, so factor that in.
7. Most Oral sessions have 7 presentations, most Rapid-Fire Poster sessions have 15 presentations on the programme.
8. Sort out with your co-chair how you will run the session, e.g. one of you introduces the speakers and the other handles the Q&A OR you alternate introducing and handling Q&A between speakers. It is up to you.

9. Start the session on time. Introduce yourselves (Name & affiliation only) and announce the title of the session and the organiser.
10. Introduce each speaker briefly – just name and affiliation.
11. Keep speakers to time – maybe establish with them beforehand how you will signal that they need to stop in 2 minutes. Chairs will have extra screen with timer to better follow the presentation.
12. Moderate the Q&A. If there are no questions from the audience please ask at least one yourself.
13. End the session on time.
14. Announce the end of the session and thank the speakers and audience.