



CHAIR GUIDELINES

Before the session

When?

Check the presentation handling system at least **60 minutes prior to your session** to control whether all speakers have uploaded their presentations (or ask the room attendant for information). Should the speakers not have done so yet, please make sure they will.

Where?

Speaker Ready Room Location: **Executive Boardroom** on **Mezzanine Floor**

Opening times:

Sunday, October 16	07:00 – 20:00
Monday, October 17	07:30 – 18:30
Tuesday, October 18	07:30 – 18:30
Wednesday, October 19	08:00 – 18:30
Thursday, October 20	08:00 – 13:00

During the session

When?

Arrive **10 minutes before** the session begins and confirm your presence to the room attendant.

Procedure?

Identify the speakers and discussant(s) in advance and introduce yourself. Remind each presenter of the **time limits** that apply and describe the method you will use to alert them if time limits are exceeded during the actual presentation.

- ▶ At the start of the session
Introduce yourself to the audience, announce the session/title and offer a brief overview indicating how the talks are related.
- ▶ Prior to each talk
Introduce the speaker with very brief comments regarding the affiliation and/or background of each presenter.
- ▶ After each talk
Speakers are asked to leave 2-3 minutes at the end of their dedicated talk time for **questions & answers**. If the speaker finishes early enough, please ask the audience for questions without forgetting to keep the time.

During the presentations enforce time limits strictly so that no author (or audience member) monopolises someone else's time.

Thank you for your participation in the programme of EANS2022!