



GUIDELINES FOR SESSION CHAIRS

TO BEGIN THE SESSION

- Introduce yourself and your co-chair to the audience before the session officially begins, giving the name of the session and ask people to take their seats quickly. Encourage the audience to take front and center seating.
- Invited speakers and chairs of the session will 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 and return following their talk.
- A technician will also be seated in the hall to assist with all technological features taking place during the session. Notify them immediately of any equipment problems.
- Ask people to set all cell phones to silent.

DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the program:
- **If a speaker doesn't leave time for questions, please proceed immediately to the next lecture, without Q&A.**
- Please interrupt speakers if they exceed the allocated time of your lecture.
- Please have questions prepared for the speakers if none are asked by the delegates.

TO END THE SESSION

- At the end of the session, kindly thank the presenters.

We thank you for your contribution.

IFOS MENAC 2024 Secretariat