



## INSTRUCTIONS FOR SESSION CHAIRS

For your convenience, we have summarised the most important information for your tasks as a session chair at the ESTIV 2026 congress below. **Please pay close attention** to the information provided.

### 1. MAIN TASKS AS A CHAIR

- Be available in the assigned meeting room about 20 minutes before the beginning of the session to check if speakers are present and to give instructions and explanation of procedure to speakers.  
**Please note:** Most Track A sessions will take place in **Auditorium 2**, whilst most Track B sessions will be held in **Room 0.4/0.5**. However, the **on-site Programme Book** should always be regarded as the definitive source for room allocations and any last-minute changes.
- Please ensure that the speaker's presentation is provided to the technician, who will upload it from a USB drive to the presentation computer and check that it is working properly.
- You are the host, so at the beginning of the session, start with introducing yourself and give a brief introduction to the symposium or session. Afterwards introduce the first speaker shortly (e.g., name, country, institute, short title).

### 2. HOW TO PREPARE

1. Search for relevant information on the internet (publications, websites, LinkedIn, etc.).
2. Read the instructions for the oral presenters which are published on the congress website or click [this link](#), to be informed with their instructions/preparations.
3. Ask the presenters beforehand, by email, what they would like you to tell the public about them. A few lines will do. If needed, the email addresses can be obtained by emailing our PCO, Klinkhamer | conferences & events ([estiv@klinkhamergroup.com](mailto:estiv@klinkhamergroup.com)).
4. Ask the presenter to arrive in advance of the session. Do not wait until shortly before the session starts to check with the presenter, as they may arrive late.

Keep track of time. Please make sure - be strict if needed, that speakers stay within their maximum allocated time. You will find the exact starting and end timings of your session in the [final programme](#) on the website.

After completion of the presentation, call up for questions from the audience. Give all presenters an equal amount of time, both regarding their lecture as well as regarding the discussion. The exact amount of time depends on the number of presenters, which is different for each symposium or plenary.



### 3. STRUCTURE OF THE SESSION

The total number of minutes is divided by the number of presenters. This will give you the available time, including the discussion, for each presenter. Please discuss with all presenters what they prefer: a short discussion after each presentation or a joint discussion with all presenters at the end of the session. A rule of thumb: if the presentations are connected then a joint discussion at the end is most convenient, however, if the presentations are unrelated, then a discussion after each presentation is preferred. You oversee the discussion guiding the Q&A.

Make sure that the question has been posed loud and clear, audible to everyone in the lecture hall. If this is not the case, then either ask if the question can be repeated or repeat the question for the audience yourself. Do the same as regards the answer by the speaker.

**Prepare a question yourself** just in case there are no (or not enough) questions from the audience.

### 4. HOW TO PREPARE ASSISTANCE DURING SESSIONS

If any technical problem occurs, please contact the technician who will be present in the room and available to provide assistance. You can also refer to the phone number provided on the instructions available in the meeting room or ask one of the hostesses nearby for support. **Please do not attempt to resolve technical issues yourself, as this may result in unnecessary delays.**

Once again thank you very much for your help in making this congress a success! We hope this helps you to get an idea about the job of chairing a session.

### 5. QUESTIONS OR CANCEL ORAL PRESENTATION?

If, for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat, Klinkhamer | conferences & events via [estiv@klinkhamergroup.com](mailto:estiv@klinkhamergroup.com).