

## Guidelines for session chairs

Dear session chairs,

Thank you for agreeing to moderate a session at this year's ESHMS congress. In order to facilitate a seamless and professional experience, we have compiled the following guidelines to assist you with your preparations.

There are two formats at this year's conference:

- Oral Sessions (typically 5 presentations per 90-minute session)
- Poster Sessions (7 short presentations per 60-minute session)

Please ensure that speaking time is balanced among all presenters and that discussion rounds are distributed fairly to allow every participant a chance to engage.

### *Oral Sessions*

As a session chair for an oral session, please keep the following in mind:

- Technical support will be readily available for all rooms should any issues arise during your session.
- Please arrive in the session room 15 minutes before the start. Speakers will also be asked to arrive 15 minutes early to upload their presentations to the local computer. A technical check can be performed at this time if required.
- Before the session starts, please ensure that all speakers are in the room.
- As the session chair, we invite you to provide a brief introduction for the session and each speaker (e.g., name, affiliation, title of talk and any additional information, if applicable).
- Please ensure that the session remains on schedule:
  - In the 90-minute oral sessions, each presentation is allotted 12 minutes, followed by 5 minutes for discussion and 1 minute for the transition between speakers.
  - Flexibility in smaller sessions: In sessions with fewer than five presentations, you are encouraged to use the additional time for extended discussions.
  - Handling no-shows: While we aim to respect the scheduled start times, you may exercise your discretion in the event of a no-show. If appropriate, you may adjust the timing by allowing more discussion time for previous speakers or starting the next talk slightly earlier if all interested attendees are present.
- Please give a signal shortly before the end of each presentation to let the speakers know they should begin to wrap up.
- In case a discussion is still ongoing after the allotted 5 minutes, feel free to suggest that the conversation be continued during the break.
- After the last round of discussion, formally close the session by thanking the presenters and the audience for their attention.

### *Poster Sessions*

As a session chair for a poster session, please keep the following in mind:

- Please be in the room 10–15 minutes before the session starts to do a final walkthrough and ensure that all speakers are present (they will also be asked to be there 10-15 minutes prior to starting time).

- As the session chair, we invite you to provide a brief introduction for the session and each speaker (e.g., name, affiliation, title of talk and any additional information, if applicable).
- Please ensure that the session remains on schedule:
  - In the 60-minute poster sessions, each presentation is allotted 5 minutes, followed by 3 minutes for discussion and a short time for the transition between posters.
- Please give a signal shortly before the end of each presentation to let the speakers know they should begin to wrap up.
- In case a discussion is still ongoing after the allotted time, feel free to suggest that the conversation be continued during the break.
- After the last round of discussion, formally close the session by thanking the presenters and the audience for their attention.