

Guidelines for Session Chairs

A session chairperson is responsible for the smooth operation and time management of the presentations in their session. Please read the guidelines below for insight on best practices on managing 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 centre 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 on silent.
- Introduce the speakers and presentation titles as indicated in the program: **OPEN the congress App, go to the session and there you will find the speakers' names and lecture titles.**
- If a speaker doesn't leave time for questions, please proceed immediately to the next lecture, without Q&A.
- Please politely interrupt speakers if they exceed the allocated time of your lecture.
- Please have questions prepared for the speakers if none are asked by the audience.
- At the end of the session, kindly thank the presenters

The ESTS Scientific Committee thanks you for this important contribution to the success of the conference.

Sincerely,

ESTS 2025 Conference Secretariat