



18<sup>th</sup> INTERNATIONAL  
CONGRESS OF ENDOCRINOLOGY  
**53<sup>rd</sup> ANNUAL SEMDSA CONGRESS**

1 - 4 December 2018 - Cape Town - South Africa



## **Chair Guidelines**

Thank you for agreeing to assist as a SESSION CHAIR at the 18<sup>th</sup> International Congress of Endocrinology and the 53<sup>rd</sup> SEMDSA Congress that will take place in Cape Town, South Africa, from 1 to 4 December 2018.

### **Programme:**

Herewith please find a link to the programme outline for session details:

<http://ice2018.org/index.php/programme/programme-outline>

### **Role & Importance of Session Chairs:**

Being a Session Chair is a highly respected and responsible position. A Session Chair plays a pivotal role in the smooth and timely management of various presentations during the Congress.

### **Lay-out, AV and Technical / other services at the congress:**

- All sessions will be set up in cinema style.
- All venues will be equipped with a data projector, screen, sound system with podium mic, headset mic, handheld mics and aisle mics (for question and answer sessions).
- Each venue will have its own dedicated technician to assist.
- Presentations will be loaded onto the internal network in the Speaker's Preparation Room before the session. No personal laptops will be used for presentations in the lecture rooms.
- Should you need anything in the lecture room such as extra chairs, water, etc. you can ask any of the CTICC staff or you can ask a technician to call Carolyn in the organizer's office (1.53) (we have our own internal crew communication system). We unfortunately will not have floor managers in each venue.
- Abstracts are available on the USB handed out at registration. Updates will be available for download from the Congress website.
- Biographies will be available for Plenary Speakers and Symposium Speakers, but not for the oral abstract presenters.



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### Activities before your Session:

- You are kindly requested to check the programme and be clear about the exact date, time and lecture room of the session that you are chairing.
- Your main role is to encourage the presenter to share their knowledge on the topic and encourage the participants to have an intellectual discussion on the subject.
- Please be available in your designated lecture room at least **15 minutes** prior to the commencement of your session to welcome your speakers/presenters and to familiarize yourself with the set-up and equipment.
- Please ensure that the presenters in your session are all present in the room at least 10 minutes before the session starts. The LOC has put all measures in place to get confirmation of presenters' attendance. However, if a presenter does not arrive for his/her session we suggest you move to the next presentation on the programme. Please inform the technician in the venue if a speaker is not present so that they can notify the organizers.
- Announce the presentation time and Question & Answer allotted to each paper. Please discuss with the presenters how you will notify them when their time is running out so that they are aware of your method before they begin their presentation.
- The venues will be equipped with countdown timers so that you and the presenter can see the time available. It is up to you as the Session Chair to ensure that **ALL** speakers adhere to their allotted time and that the audience has opportunity for questions and comments.

### Activities during Your Session

- Please read out the daily announcement on the screen at the start of each session (if any). The announcements are usually on a PPT slide.
- Should there be any important late logistical announcements these will be left on your table before the sessions by the congress team.
- Announce that you will be chairing the session and briefly introduce the session topic.
- Ensure that each participant starts on time and ends on time. It is the responsibility of the Session Chair to ensure that the session finishes on time.
- While inviting participant(s) to present a paper please announce their full name(s), affiliation and the title of the paper.
- CVs or Bios will be read for plenary speakers, and symposium speakers. However, **no CV's or Bio's will be read for oral abstract presenters.**
- Please encourage Questions & Answers, discussion, comments and interaction among the participants all within the given time limit.
- As an expert, you may share your views, reflections, observations and comments on the paper as per the time available. If the time is too short, you may do so during private conversations during the breaks.
- At the end, please convey acknowledgements on your personal behalf and on behalf of the ICE-SEMSA 2018 Local Organising Committee to the presenters and the audience.



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### Activities after Your Session

- Please advise the Speaker's Preview Room (in Meeting Suite 1.51 on Level 1) of any issues you experienced in the venue so that they can take it up with the committee or the venue.

We are looking forward to meeting you all in Cape Town!

Regards,

**ICE-SEMDSA 2018 Programme Team**

Abstracts:

Simone Solomons

E-mail: [simone@soafrica.com](mailto:simone@soafrica.com)

Tel: +27 (0)21 422 2402

Invited Speakers and General Programme:

Marija Spasevski

E-mail: [marija@soafrica.com](mailto:marija@soafrica.com)

+27 (0)11 463 5085