GUIDELINES FOR SESSION CHAIRS AND INVITED SPEAKERS

GENERAL GUIDELINES – INVITED SPEAKERS:
- Please report to your room at least 15 minutes prior to the start of the session.
- You are encouraged to greet delegates and facilitate conversation as they enter the session room. Ask questions and build connections.
- Introduce yourself to the session chair.

GENERAL GUIDELINES - CHAIRS:
- Report to your designated room at least 15 minutes prior to the start of the session.
- Introduce yourself to your co-chair (if applicable) and discuss the rules of the session.
- Bring the session to order at the appointed starting time. Introduce the speaker, use speaker bios from CCC 2019 App, if available.
- Mandatory: Remind speakers to show conflict of interest slide. If there is no slide, the speaker must verbally state the conflict of interest.
- Request individuals asking questions to identify themselves. Repeat the questions for the audience. If using the Conferences i/o tool, please read the question for the audience and speaker.
- Prepare questions in the event that no questions are forthcoming from the audience.
- Be helpful to the speakers and diffuse conflicts that may arise from the question period.
- End the session on time.
- Please inform all attendees to complete the session evaluation attached to your session in the CCC 2019 App. The CCC 2019 App is available in the iTunes and Google Play stores, or to access the web version of the app, delegates can go to www.cardiocongress.org

SESSION TIMING:
- Keep the speakers on time.
- Moderated Presentation sessions: 15 minutes in total, 10 minutes for the presentation and 5 minutes for questions.
- If you see a gap in your session schedule, i.e. an abstract has been withdrawn, please adjust the session schedule accordingly.

ADDITIONAL INFORMATION FOR WORKSHOP AND PLENARY CHAIRS:
- The head table has been set with tent cards for of the first four presenters for your session. Should your session have additional presenters that will be sitting at the head table, their tent cards can be found on the head table or on the podium and we kindly request that you switch them out accordingly.