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 as provided.
- Mandatory: Remind speakers to show conflict of interest slide and if none is provided, have the speaker verbally state conflict of interest.
- Request individuals asking questions to identify themselves. Repeat the questions for the audience.
- Have questions ready 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 2016 App (delegates will have to scroll down to view the session evaluation button). The CCC 2016 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. Encourage the audience to join the conversation on Twitter using #CCCMTL.

SESSION TIMING:

- Keep the speakers on time.
- Oral sessions: 15 minutes in total, 10 minutes for the presentation and 5 minutes for questions.
- Highlighted Poster sessions: 12 minutes in total, 10 minutes for the presentation and 2 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- If you see a gap in your session schedule, i.e. an abstract has been withdrawn, please adjust the session schedule accordingly.