



# General Instructions for Session Chairs

## REMINDERS

### 1. Assist the presenter with microphone, if needed

As each new presenter comes to the podium, please adjust the microphone if needed or use the lavalier/clip-on microphone.

### 2. Time allocated for each speaker

Scientific Session abstract presenters have been told to limit their presentations to 10 minutes with 5 minutes for discussion and transition of speakers. Please hold the speakers to the 10-minute timeframe for presentation.

Late-Breaker Abstract presenters have been told to limit their presentations to 5 minutes with 5 minutes for discussion and transition of speakers.

### 3. Follow the published schedule

Since conference attendees will move from room to room based on the abstract presentation schedule, please do NOT change the presentation schedule or order for your session.

If time slots are open due to absent abstract presenters, please use these open time slots for question and answer periods. To fill the time of an absent presenter, you can pose a question to the audience such as, "Does anyone have a question you would like to bring up to the group?" or "What are some current and/or emerging trends we see in this topic area?"

### 4. Prepare one question per abstract ahead of time to kick-start discussion, if needed

In the event that the audience does not ask any questions after an abstract presentation, please prepare one question per abstract to be used, if needed, to kick-start the discussion period.

## SOME HELPFUL SUGGESTIONS AND TIPS

### A. If attendees from the previous session are lingering at the podium or on stage...

While we encourage discussion at the close of a session, it is important for the next session to start on time. If you are ready to begin your session, and there are attendees from the previous session lingering at the podium or on stage, please invite the attendees from the previous session to continue their conversation in the hallway.

**B. If possible, include some personal remarks in the introduction of each presenter**

If you have a personal connection to a presenter or are familiar with his/her work, it is always nice to include some personal remarks in the introduction. For example, if a presentation is in an area in which the presenter or his/her institution does a lot of work, mention how we are looking forward to the latest findings from their group, etc.

**C. If a speaker's presentation runs long...**

If a presentation appears to be running long, our suggestion is to stand up at the 10-minute mark (5-minute mark for Late-Breaker Abstracts). We suggest you give the speaker one more minute before asking him/her to conclude the talk.

**D. If a speaker refuses to end the talk when his/her time is up...**

This situation is very unlikely, and we realize this is an uncomfortable situation and at some point falls out of our control. Our best suggestion is to stand next to the speaker and speak into the microphone and announce that our time has come to a close and we must move on to the next presenter.

**E. If an audience member dominates the discussion period...**

If you find an audience member is dominating the discussion period with multiple questions or comments, please announce that we must move on to other questions in order to provide other participants an opportunity to query the presenter.

**F. Commercial Interests**

As a provider of continuing medical education (CME), we ask that if you find there are any presentations that promote the proprietary interests of any commercial interests or present an unbalanced view of therapeutic options, please send an email to [j.deacetis@astmh.org](mailto:j.deacetis@astmh.org) and we will pass this information along to the Scientific Program Chair.