# ISTSS Annual Meeting Session Chair Guidelines

## BEFORE THE SESSION:

**Audiovisual Preparation:**

- ✓ Speakers should arrive **15 minutes before the session begins** to ensure that the audiovisual equipment needed is in the room and that you know how to operate it.

- ✓ All presentations **must be loaded onto the laptop provided**. More specific instructions about how to upload and download presentations will be available on the podium.

- ✓ Presentations must be compatible with the software that will be loaded on to the laptops which includes: Windows 7, Office 2010 (PowerPoint) and Windows Media Player.

- ✓ Presentations must be saved on a USB memory stick.

**Coordinate Time:** Presenters should determine amongst themselves how much time each individual has to present.

**Discussant:** If there is a discussant, check whether this person prefers or expects outlines or slides of presentations before the session.

**Speaker Ready Room:** A speaker ready room is available that includes the same audiovisual equipment for testing and preparation. Speaker Ready Room location, dates and times will be announced closer to the meeting.

## AT THE SESSION:

**Seating:** Encourage attendees to move forward if seats are available and assist latecomers with finding seats if session is crowded.

**Introduction:** Provide an introduction, noting the title, establishing presentation time guidelines, and introducing the speakers.

**Watch the time**: Ensure that the session begins and ends on time. Hold presenters to their allotted time slots.

**Questions**: Be sure to leave time in your session for audience questions. Scientific debate is a requirement for Continuing Medical Education (CME) activities. In addition, please provide the audience with presenter(s) contact information. This will enable meeting participants to contact the presenter(s) with questions after the annual meeting.

**Handouts**: If speakers have handouts, develop a plan for distributing these to the audience.

**Audiovisual Assistance:** If you have audiovisual problems during the session, look in the hallway for ISTSS headquarters staff or a hotel or AV representative to assist you. If you can't locate assistance, ask the onsite registration desk.

**Session Being Taped:** All sessions are being audio recorded unless you previously informed ISTSS headquarters otherwise. We encourage presenters to restate questions asked by the audience to improve the quality of the recordings.

### Continuing Medical Education Regulations:

Due to CME regulations, it is **NOT ALLOWABLE TO ADD/SUBSTITUTE SPEAKERS** who were not listed in the final program or addendum. All speakers listed in the final program or addendum were approved after an evaluation of their submitted abstract and disclosure information to make sure they were in compliance. If you must replace a speaker on site, they **MUST** visit the CE desk to fill out paperwork and obtain approval from the ISTSS Education Manager. **If this is not possible, this individual should not present under any circumstances.**

Speakers who discuss off-label or investigational uses of a regulated product, such as a pharmaceutical drug or device must announce this to the audience.