

**Secretariat**

Asia Pacific Conference on Zoonotic and Neglected Tropical Diseases

Faculty of Medicine, SEGi University

Sibu Clinical Campus

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Sibu

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Instructions for Session Chairs (Keynote / Plenary / Symposiums)

The Organising Committee deeply values the significant role of Session Chairs in the success of the Conference. Your careful attention to the following guides is crucial for a successful event.

General information

1. Please register at the registration counter; a special counter for Speakers & Session Chairs has been prepared for you.
2. Please be at the conference hall early (at least ½ hour before your session starts).

Pre-presentation preparation

1. Please introduce yourself to the session's speaker(s) before the session starts.
2. The digital program book will include a brief CV of the speakers, which will be available (A summarised version of the speakers' CV will be provided to respective session chairs).
3. The Speakers' Room is provided in the VIP Room at Level 6; the Secretariat Room located on Level 5 is also free for use by all Speakers and Session Chairs.
4. There will be liaison officers for each speaker (List will be provided). Kindly work with the respective liaison officers to ensure the session speakers arrive at the correct hall at least 30 minutes before the session starts.
5. Please check that the presenter has already submitted their PowerPoint presentation (if not, please ensure a copy is taken and given to the ICT Volunteers (Students from SEGi University)
6. ICT Volunteers shall be in each concurrent room or plenary hall 30 minutes before sessions start.

Presentation session

1. Ensure there are no ICT issues; please work with the ICT Assistant in each concurrent room/hall.
2. Check the **latest programme in the e-booklet** for the sessions' time allocation and assigned room.
3. The time allocated includes Q&A
4. There will be time timekeeper for each session (Students from SEGi University)

After the Presentation

1. If the Organising Committee needs your help presenting the souvenirs, they will contact you and pass the souvenir on to the session chair.

Guide for Chairing the Session

- It is crucial that the session runs **on time**, meaning starting and ending the sessions as scheduled; be prepared to hint to the speakers to stop if needed.
- Remind the speakers how much time they have to speak, how much time to allow for questions, and how you will let them know the time is up.
- Give a short introduction to the session, and briefly introduce yourself.
- When introducing the speaker and topic, it is important to keep it **brief** (summary of CV provided)
- Do your best to enlighten participants at the session and have them stay in the venue.
- If necessary, prepare a question or two while the participants digest the talk and think of questions.
- Be prepared to step in if the speaker and participants get into a long-winded, technical discussion.
- In case of an emergency, please notify the Secretariat in the Secretariat Room.

Lastly, we appreciate your support and hard work to ensure the success of the Conference.