



## CHAIR GUIDELINES

### Before the congress

Please review the bio statements of the speakers in your session so as to familiarise yourself with the background of the speakers. The biographical statements of confirmed faculty can be found on <https://www.worldglaucomacongress.org/faculty/>

### At the congress, before your session

**Please be present in your session room at least 10 minutes in advance.**

Please check with the room attendant if all speakers have uploaded their presentation in the speaker ready room.

### Interactive Q&A via Mobile App

**For the first time at the World Glaucoma Congress, attendees will have the opportunity to ask questions to the panel and speakers via the WGC-2019 Mobile App.**

At your arrival in the session room (10 minutes before the start of your session), the room technician will hand you an iPad that will allow you to monitor the questions coming in from the audience.

- **Introduction:** At the start of your session, please invite the audience to submit their questions via the mobile app. Invite them to open the app, click on the session they are attending and click on the "ASK" button to send their question.
- **Q&A:** Once the speaker has finished his presentation, please invite the audience to ask questions either by advancing to the microphones or via the mobile app. Please select at least one question submitted via the mobile app and ask it to the speaker(s).
- **End of the session:** Once your session is finished, please hand over the iPad to the room technician.

### Introduction of Speakers

You should introduce each speaker by title, name and affiliation.

### Chairing the session

You have been selected as chair of the session because of your expertise and broad knowledge of the theme addressed in this session. You should play an active and dynamic role in introducing briefly the subject of the session and in engaging speakers at the end of the presentation with questions that can encourage audience participation. Commercial bias is not expected and is not acceptable. Should the circumstance arise, the session chairpersons may exercise their own discretion in taking steps necessary to assure fair balanced content.

We kindly ask you to use a minute or so to summarize the main conclusions of (part of) a session. This is not meant to be a discussion but a brief point-wise conclusion: take-home message.

### Session timetable

**Chairs must ensure that the program runs strictly on time. The time allowed for each oral presentation is based on the number of talks and can be found in the final program. The total duration of the presentation indicated in the program includes 3 minutes for questions/discussion.**

As the program is very tightly scheduled, it is imperative that your session begins and ends on time! It is the responsibility of the chair to ensure equal time for all presenters. A time marker is available in each room. The room attendant is instructed to start the timer for each presentation.

### Room attendant

In every room there will be a room attendant. The room attendant will scan the badges at the beginning of every session. If you have any questions or requests, you can contact them. You will recognize them by their congress t-shirts.

### Cancellations / changes in speakers

Changes should be announced at the beginning of the session. In the event that a listed presentation is cancelled, and no other speaker has been scheduled to replace it, that particular time may be used for longer talks or a longer discussion period. This decision will be left up to your discretion.

### **Assistance**

There will be a technician in the room to assist in case of any technical questions.

### **Enduring Materials**

- Some sessions will be **audio and/or video captured**, to become available on the **WGA Education Portal** as of June 2019. This portal will be accessible via [www.worldglaucoma.org](http://www.worldglaucoma.org).
- Speakers will be asked to **make their slides available** for the WGA Education Portal, after they have agreed on doing this by signing a speaker release form available in the speaker ready room.
- All submitted session descriptions will be available online in the abstract e-book. Complimentary wireless Internet access is available in the convention centre to access the congress website.