

30th MAY TO 1st JUNE 2025

THE CENTRUM HOTEL, LUCKNOW

Important Instructions for Chairpersons and Panellist to Conduct a Scientific Session

To ensure the success and smooth flow of scientific sessions, Chairpersons and Panellists are requested to adhere to the following guidelines:

Before the Session

1. Familiarize Yourself with the Agenda
2. Review the session schedule, presentation topics and the names of speakers beforehand.
3. Be aware of the session's objectives and expected outcomes.

Arrive Early:

1. Reach the session hall at least 30 minutes before the scheduled start time.
2. Coordinate with the AV team to ensure the presentation slides and equipment are ready.

Meet with the Speakers:

1. Briefly connect with the speakers to confirm the order of presentations and timing.
2. Discuss any special requirements or key points they may want you to highlight during the session.

During the Session

For Chairpersons :

1. Ensure the session runs as per the schedule by strictly adhering to the allotted time slots.
2. Contact the speakers via e-mail / WA in advance, so that the cases may be discussed before scheduled session.
3. Coordinate with Promax team regarding the presence of speakers, chairpersons & panellist are available in the hall at least 30 minutes prior to the program.

1. Opening the Session:

- a. Start the session on time.
- b. Welcome the audience and introduce yourself, your cochair, and the speakers briefly.
- c. Provide an overview of the session's theme and its relevance.

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2. Time Management:

- a. Ensure each speaker strictly adheres to their allocated time. Politely signal them if they are nearing the end of their time limit.
- b. If a speaker exceeds their time, kindly intervene to maintain the session schedule.

3. Facilitate Q&A:

- a. Moderate the question and answer segment, ensuring fairness and relevance in audience queries.
- b. If the audience has no immediate questions, be prepared with a few questions to initiate discussion.

4. Summarize the Session:

- a. Conclude the session by summarizing key takeaways or points discussed.
- b. Thank the speakers, panellists, and the audience for their participation.

5. Maintain Flow and Focus:

- a. Ensure smooth transitions between presentations and keep discussions aligned with the session's theme.
- b. Encourage active participation from speakers and audience members.

6. Manage Audience Participation:

- a. Encourage questions from the audience but limit lengthy or irrelevant contributions to maintain focus.
- b. Ensure decorum is maintained during interactions.

7. Handle Technical Challenges:

In case of technical difficulties, calmly inform the audience and coordinate with the AV team to resolve the issue.

After the Session

- a. Thank the Participants.
- b. Acknowledge the efforts of the speakers, panellists, and audience members for their contributions.

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For Panellist :

- **Prepare in Advance:**
 - a. Study the session theme, presentations, and background materials provided.
 - b. Be ready with insights, observations, and questions to contribute meaningfully.
- **Engage in Discussions:**
 - a. Actively participate in the discussions by sharing your expertise and perspective.
 - b. Avoid monopolizing the conversation; allow other panellists to share their views.
- **Respect Time Limits:**
 - a. Keep your comments concise and within the allotted time to ensure all panellists and audience members can participate.
- **General Etiquette**
 - b. Professional Conduct: Maintain a professional and respectful tone throughout the session.
 - c. Avoid criticizing or challenging speakers/panellists publicly.
- **Audience Engagement:**
 - d. Encourage active audience participation and ensure their contributions are acknowledged.

Stay Alert: Pay attention to the discussions and presentations to intervene effectively when required.

Provide Feedback (if applicable):

Share constructive feedback with the organizing team regarding session timing, content or logistics. By adhering to these instructions Chairpersons and Panellist can ensure that the session is engaging, informative and runs efficiently. Thank you for your dedication and professionalism!