

## GUIDELINES FOR SESSION CHAIRS

- The Speakers will most likely be seated in the first row of the hall and will make their way to the lectern on stage when it is their time to present.
- A technician will be present in the hall at the AV table to assist with all technological features taking place during the session. Notify them immediately of any equipment problems.
- For detailed programme please check the online [Interactive programme](#) or download the [SIOP 2025 Mobile App](#) (the App will be available a week before the congress) . You can also see the full abstract text of each session in the Interactive programme and App.

**Before the start of the session: please ask people to take their seats and encourage them to take front and center seating. Ask them to silence any mobile devices.**

### START OF THE SESSION

- Welcome the audience and introduce yourself and your co-chair by name and affiliation (as indicated in the App)
- If your session has Q&A before the presentations begin:
  1. Explain that onsite attendees have the option to approach the microphone to ask their questions
  2. Invite delegates to submit their questions via the App. Those questions will appear on the iPad, select the most relevant to read to the presenter during Q&A.

### IPAD

Participants will be able to send questions using the App. All the questions will be displayed on the iPad in front of you in chronological order. The name of the session will be displayed at the top of the page. If the session has lot of questions, you will be able to scroll the list up and down to see all the questions. The iPad display will stay on for the entire session. If you need assistance with the iPad during the session, please inform us using the hall microphone and the onsite tech will approach.

### DURING THE SESSION

- Introduce the speakers and presentation titles as indicated in the Congress App (note there could be last minute changes).
- Please follow the schedule closely and gently interrupt speakers if they exceed the allocated time for their lecture.

Please note:

- If a speaker fails to attend the session, please excuse to the audience and move to the next speaker.
- If the session ends early, please solicit questions from the audience and lead a discussion.

### TO END THE SESSION

- At the end of the session, kindly thank the presenters and the audiences for their participation.

**The SIOP Scientific Committee thanks you for this important contribution to the success of the congress.**