

What is the role of the chairman / chairwoman?

His/her main role is to manage the organization of the presentations under his/her responsibility during the conference. There are two people designated per session. Feel free to share the tasks between you.

What are your tasks?

In order, you will have to:

- **Go to the control room at the beginning of your session** to get the two microphones and the program for your session. One for you and one for the speaker.
- **Announce the speaker and invite him to present his abstract on stage or digitally.** If the speaker is present in person, hand him his microphone. If the person presents digitally, ask him to share his screen and to activate his microphone.
- **Check the duration of the presentation**, which will not exceed 20 min - approximately 15 minutes for the abstract and 5 minutes for questions and answers.
- **Manage questions in the audience and in the Zoom chat.**
 - a. At the end of the presentation, invite the public to ask a question.
 - b. If someone has a question, hand him the microphone.
 - c. When there are no questions remaining in the audience, go back to the control zone to read the questions from the Zoom chat.
- **Write down a few points to summarize your entire session** (achievements or recommendations for the future ; 4 points maximum). These will be included and summarized in the conclusion of the conference.
- At the end of the session, you can conclude the session and return the microphones to the control room.