INSTRUCTION COURSE
Session Chair Guidelines

INSTRUCTIONS
The primary author of an instruction course will function as the chair for that session. Chairs have the essential task of making sure that the session runs smoothly. This entails more than just keeping time, although this is an important aspect, but chairs are also charged with making sure that the presenters feel welcome and that all technical issues are resolved. There will be an AV technician in each room to assist with any problems that may arise.

CME ACCREDITATION
As your session is eligible for CME credit, all presentations are required to be reviewed by Siyemi Learning prior to presentation (our joint ACCME-accredited provider) to ensure that certain criteria have been met. These criteria are:

- All presenter (and, if relevant, spouse/partner and co-author) financial relationships should be disclosed in oral presentations (even if there are no relationships to disclose – this must also be stated)
- No pharmaceutical company or product logos should be used
- No pharmaceutical product brand names should be used (generic names should be given instead)

If you have any concerns or questions about the above criteria and how this might affect your Session, please email Siyemi Learning at WOC2018CME@icoph.org who will be happy to answer any of your questions.

The following items are a few additional things to keep in mind, and some hints on how to make the session more enjoyable for the audience and presenters.

TIME
As each session is limited to 90 minutes, the time should be carefully watched and kept track of throughout the session. Each scheduled instructor should be given the full amount of time they were afforded to present - presentations that exceed the time limit will not only interfere with other presentations within the same session but may also cause delays in other sessions or prevent the audience from attending subsequent sessions in a timely manner. Depending on the setup of the session, either each instructor may have some time after their presentation to accept questions, or all instructors will have a discussion with the audience at the end of the session - this will be at the chair’s discretion.
• Chairs should not allow an instructor to receive questions after the full number of minutes for the presentation are up. However, chairs can suggest that any further questions be addressed after all speakers have concluded, in the interest of time - and only if there is extra time left over at the end of the session.
• In order to communicate the time remaining in a non-obtrusive way, there will be an electronic timer available in the room of the session, programmable to flash lights (green, yellow, and red) when there are 5 minutes left, 1 minute left, and to notify the presenter to finish speaking. Ensure that the presenter acknowledges these warnings.
• It may be a good idea to sit in the front row, facing the presenter during the presentation.
• Do not hesitate to ask someone to conclude if they ignore the final warning.
• Please inform the presenters about these procedures before the session begins, if possible.

BEFORE THE SESSION
• At the congress, please arrive at the room of the session at least 15 minutes prior to the start of the session, if possible.
• Introduce yourself and explain your role to the presenters, so they know to look at you for cues during their presentation.
• There will be a sheet at the podium that includes the most up-to-date list of the co-authors for the course, and a space to note the estimated attendance number for the session.
• Double-check the technology and alert the technicians of any problems or ask them any questions you may have.
• Greet the speakers as they arrive, and make sure that everyone who is scheduled to speak is present and that all presentations have been loaded onto the computer’s desktop (including your own presentation if you are to present in the session). If any files are missing, please inform the presenter and technician assigned to the room to resolve the issue.
• There may be a speaker or speakers in your session that will arrive after the start of the session or have to exit early due to a scheduling conflict. Please try to be aware of this situation and prepare accordingly.

DURING THE SESSION
• Identify yourself to the audience and give a brief introduction of the speakers and the overall topic of the course.
• Introduce the first presenter if it is not yourself, check and make note of the time when the presentation begins.
• Place yourself so that the presenter can see you and the flashing lights without any trouble.
• Ensure that the presenter stays within the time limit.
• If there is time after each presentation to do so, ask the audience if there are any questions or allow the speaker to engage in discussion with them, ensuring that the discussion does not cause the presentations to run over the allotted time. If any questions remain after the time is up, you may suggest that the discussion resume after the session if time permits. Make sure that more than one person gets to ask questions if they want to and encourage active participation.
• Please take a count of how many people are attending the session (this data is used for planning future WOCs so it is important to capture this information in order to improve on the overall congress).

CONCLUSION OF THE SESSION
• Thank the presenters and the audience for their attention and conclude the session.
• Please make any applicable notes on the provided session sheet to indicate if a presenter was a no-show, if the session had any technical difficulties, and the attendance number. The session sheet should then be placed back into the folder at the podium and left at the podium for collection.

Thank you very much, and please contact Sheri Twambly and Allie Bryant at scientificprogram@icoph.org if you have any questions!