

2023 Wits Biennial Surgical Symposium

Chairperson Guidelines

- Kindly report to your session room 10 minutes prior to the scheduled session starting time
 - Introduce yourself to the AV technician in the venue who will assist you to familiarise yourself with the microphone and other venue equipment
 - Begin the session on time and please do not allow any speakers to go over time
 - Introduce yourself, the session and the speakers at the start of the session, a slide will be placed on the screen introducing the session as well
 - Do not read the full bio for each presenter, only name and organisation.
 - Chairpersons to be seated in front facing the audience, at the designated table
 - No alterations are to be made to the order of the programme – This includes changing the order of speakers
 - The '2 min' card indicates the presentation must be completed in 2 minutes – The 'STOP' card means 'stop immediately / time is up'. Please leave the cards at the chairperson's desk at the end of a session
 - Q&A will be at the end of a session. Speakers can return to the audience after presenting, they were asked to be seated in the front row during their allocated session
 - All presentations are pre-loaded by the technician in the venue
 - Please prepare 1-2 questions for the Q&A session, as at times it is possible that delegates may not have questions ready, and ideally the chairperson/s can start discussions by initiating questions
 - If there are any housekeeping notes the organisers will hand deliver the notes to be read out before or at the end of the session
 - A clicker will be provided to advance slides
 - PowerPoint presentations of presenters that gave permission will be made available on the conference website by 7 July 2023
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