

POSTER SESSION CHAIR QRC

The Chair is expected to introduce the session, each presenter, and the title of their presentation, as well as manage the Q&A part of the session.

Poster sessions will last for a maximum of 90 minutes, with a maximum of 15 presentations. There will be a 5 minute interaction time for each Poster, which includes a brief presentation of the poster and a question. At the end of all presentations there will still be time for more Q&A, and you can manage that time according to the number of questions posed by the audience.

The chair is advised to all posters of their session in advance, so that they can prepare a backup question, if needed. In some cases, the authors chose to also upload a short video or their poster which will be made available to all attendees.

In your session, there will be a member of Easy Conferences to support with the technical part, so you are not expected to play any videos or be responsible for any of the technical aspects of the session.

Each session will be held on the Zoom platform in Meeting Mode. Chairs and Participants will access these rooms through the conference platform. Upon entry, participants will have their microphones and cameras disabled.

The Chair will be required to join the session at least 10 minutes before the start time. The chair will call out the names of the presenters on the program. If one or more are missing the Easy Conference team will attempt to contact them. The Chair will not wait for presenters to show up at the expense of the program.

The chair will be responsible for keeping the session within the time parameters stated on the program.

ANY CHANGES TO THE ABOVE GUIDELINES WILL BE PASSED ON TO YOU BY EASY CONFERENCES BEFORE THE START OF YOUR SESSION