

12TH INTERNATIONAL SYMPOSIUM ON PNEUMOCOCCI & PNEUMOCOCCAL DISEASES

Toronto, Canada



BEFORE THE SESSION

- Please refer to your session schedule via the Symposium App or Interactive Programme.
- Please arrive at the session hall/location about **15 minutes before the session start**.
- Consider possible questions to the speakers in advance and engage speakers in a discussion. Please take the initiative when appropriate and help to stimulate questions from the audience.
- The speakers will most likely be seated in the first row of the hall for plenary and parallel sessions and will make their way to the lectern on stage when it is their time to present.
- A technician/staff member will also be present in the hall at the AV table/at the E-Poster stations to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.

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, and refrain from photographing / recording the lectures.

START OF THE SESSION

- **Introduce** yourself and your co-chair by name and affiliation
- **Welcome** the audience in the hall and those joining online.
- **Outline**, very briefly, the session content. “We are going to present: x,y,z”
- **Encourage** the audience (both onsite and online) **to ask questions** via the Virtual Platform or Mobile App from the beginning of the session. Q&A time is included in each speaker’s presentation duration and should take place right after each presentation. There will be no collective Q&A time at the end.

DURING THE SESSION

- **Introduce** the speakers and presentation titles as indicated in the Symposium 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 keep in mind that Q&A time is included in each speaker’s presentation duration.
- FOR PLENARY & PARALLEL SESSION CHAIRS: You can follow the questions from the audience (both in person and online) on a tablet that you will receive before the session starts. Please check the questions throughout the session and ask the best ones to the speakers during the Q&A portion after each lecture.
- FOR E-POSTER SPOTLIGHT SESSION CHAIRS: Session attendees will stand around you and the presenter. After each presentation, please encourage the audience to raise their hands and ask questions verbally.

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.
- FOR PLENARY & PARALLEL SESSIONS: There might be **pre-recorded** presentations in your session since the speaker was not able to join in person. Typically, these are played at the end of the session unless advised otherwise and there is **no** Q&A for them. Instead, you are welcome to encourage the audience to contact the speaker via the ISPPD-12 Virtual Platform if they have questions.

TO END THE SESSION

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



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