



GUIDELINES FOR CHAIRS

Thank you for contributing to the programme of the 18th World Congress of Neurosurgery (WFNS 2023) taking place at the Cape Town International Convention Centre (CTICC) in Cape Town, 4 – 8 December 2023.

This document serves as a final reminder and briefing on your participation as a chairperson. Please read it carefully and contact the Programme Secretariat (beforehand) or the Room Assistant (at the congress) if you have any questions.

The final programme can be found on the congress [website](#) and will also be available on the congress app. We encourage you to review it carefully and ensure that you are familiar with your programme role(s) and presentation dates and times.

INFORMATION ABOUT SESSIONS

ASSISTANCE IN THE SESSION ROOMS

Each session room will be staffed by 2 Room Assistants and an Audio-Visual (AV) technician. The AV technician will manage the presentations and audio, and the Room Assistants will manage the session transitions and pass the microphone for discussion. If you experience any problems, please talk to the Room Assistant.

In order to ensure smooth session operation, speakers are requested to come to the session room at least 10 minutes before the session starts and contact the chairperson.

SPEAKER PRESENTATIONS

Speakers have been asked to upload their presentations (PowerPoint or PDF only, no personal laptops may be used) at the Speaker Prep Room (at least 2 hours before their presentation). If you as chair also have a presentation, please follow these instructions too.

AUDIO-VISUAL (AV)

There will be an AV technician in your Session Room who will put each presentation up on the screen. Speakers will see their presentation on the comfort monitor on the floor in front of them and will have a remote slide changer (with laser pointer) to advance their own slides. There will be table-top microphones on the Top Table and a fixed microphone on the lectern. Microphones will be passed around by the Room Assistants during discussion.

SEATING ARRANGEMENT

The chair should sit at the Top Table at the front of the session room. The front row in the session room will be reserved for speakers. Stage capacities for panel discussions vary across the session rooms, so decisions will be made in room.

TIMEKEEPING

Strict timekeeping is exceedingly important. Each session room will be equipped with countdown clocks to assist you with timekeeping.

Q&A

The chair will run the Q&A. This could take place after each presentation, or after all the presentations, at the end of the session. Speakers may take questions from the lectern or join the chair at the Top Table. The Room Assistants will circulate the microphones among the audience.

CHECKLIST

1. Please check the location of your session room prior to the commencement of the session. Find the programme on the [website](#) or on the congress app.
2. On arrival at the congress, after you have registered, please go to your assigned session room at least 10 minutes before the session to meet the speakers and Room Assistants. The AV technician will have the presentations for the session and the Room Assistant can tell you if any are missing. You can use your discretion if there are any no-shows.
3. Introduce yourself to each speaker before the session starts.
4. Please reconfirm with each speaker how much time they have been given and show them the countdown clock that will be used for timekeeping.
5. The Room Assistants are there to help ensure a smooth running of the session. They will report to you in the session. Any housekeeping announcements/updates will be provided to you in your session room 10 minutes prior to the beginning of the session.
6. At the start of the session, identify the session by title in case some of the participants are in the wrong session room and outline timing, opportunities for questions, etc. You should also introduce yourself and make any housekeeping announcements.
7. Please introduce each speaker simply by providing name, affiliation, and a welcome to the lectern (avoid reading full profiles). The objective is to give speakers the maximum time possible for their presentations. Therefore, introductions should be brief.
8. Guide the Q&A period. At the end of each presentation, invite questions to the speaker ONLY IF TIME PERMITS. Encourage discussion between audience and speaker. When necessary, you may exercise the chair's prerogative to ask questions. It is helpful to prepare 1 or 2 questions to break the ice if needed.
9. Thank the speakers and make any further housekeeping announcements.
10. Please end the session on time to ensure the precise timing of the congress.

CONTACT DETAILS

If you have any questions regarding your session or what to expect as a chair, please feel free to contact the Programme Secretariat

WFNS Programme Secretariat

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