Scientific Program Session Chair Guidelines

Introduction

The Congress Committee would like to cordially thank you for contributing to the upcoming 38th APAO Congress at Kuala Lumpur Convention Centre (KLCC), Kuala Lumpur!

Registration

All Invited Session Chairs are entitled to complimentary registration. Please follow the Complementary Registration instructions to complete the registration procedure in the Congress System if you have not already done so.

Kindly note that completing the registration is critical to your participation in the congress. You can only acquire your credentials to attend the APAO 2023 by being successfully registered in the Congress System.

The APAO 2023 Congress registration desk is located on Level 3 Banquet Hall (February 22 - 24) and Level 3 Centre Core (February 25 - 26) with the following opening hours:

- **Level 3 Banquet Hall (February 22 - 24)**

Date	Time
February 22, 2023	14:00 – 18:00
February 23 – 24, 2023	07:30 – 18:00

- **Level 3 Centre Core (February 25 - 26)**

Date	Time
February 25, 2023	07:30 – 18:00
February 26, 2023	07:30 – 11:30

Scientific Program Schedule

Each session will last for 90 minutes. For the session Schedule, please check

http://2023.apaophth.org/schedule/. You can find your session by using the "Search by Speaker Name" function. Kindly note that the Schedule may be subject to changes as required. Please make sure to check if there is any update.

Duties of Chairs

Each Invited Session has 3 Chairs, and the 3rd Chair is a local host representative.

- Please arrive at the appointed session room in which you will serve as Chair at least 15 minutes before the session begins.

- Please start each scientific session on time and begin each session by briefly introducing the session theme and other Chairs.

- Announcements to be made:

  Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer in the session room. Please alert speakers who overrun to wrap up their presentations in the next 30 seconds.

- A tablet will be placed on the chairs' table, giving you access to the Congress App, which shows the latest updates of the Scientific Program and speakers' biography, and also features Q&A function. With this, you can,

  a. Check if there are any changes of the session you are chairing. It is possible that changes will be made at the last minute, but cannot be reflected in the final program book or any printed material.

  b. Briefly introduce each speaker and their presentation topic.

  c. Review delegates' real-time questions posted and moderate the Q&A section. A specific guideline regarding this will be sent to session chairs prior to the Congress.

- It is highly recommended to download the Congress App by scanning the QR code on the final program book cover with your smartphone.