



Session introduction guide

Thank you for accepting the invitation to Chair a session at the 52nd RANZCO Congress.

We would like to keep the introductions for each session to a brief 1-2 minutes only.

Pre-recorded talks will be played back-to-back with a live Q and A (please refer to your run sheet as the Q and A will either be at the half way point and at the end of the final presentation, or a single Q and A at the end of all the talks), so you will be 'live' at the start of the session and then you will come back on after the talks have been played to facilitate the Q&A (if applicable). You will be sent the run sheet with your calendar invitation and url in the week of the session.

Please follow the below guide when introducing your session:

- Welcome delegates and introduce yourself
- Update delegates on how the session will run (as per run sheet)
- Remind delegates to ask questions by submitting via the blue Q&A button on the right. **Ask them to list which speaker the question is for.**
- Speakers will have access to the Q and A box to answer any questions addressed to them, and may provide written answers during their talks
- There is also a separate 'chat' button. Remind delegates that this is for general comments and is not to be used for questions to the speakers.
- For keynote presentations, introduce the speakers name and biography. For all others, introduce the speakers by name only in the interests of time.

If you have any issues or concerns about Chairing and the above information, please do not hesitate to contact the Congress Office.

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