Scientific Program Session Chair Guidelines

Introduction

The Congress Committee would like to thank you for agreeing to participate in the upcoming 39th APAO Congress at Bali Nusa Dua Convention Center (BNDCC), Bali, Indonesia. This document is to assist you in moderating your session as Chair effectively.

Registration

All Invited Chairs are entitled to complimentary registration. Please follow the Complimentary Registration instructions to complete the registration procedure via the Congress System by February 6, 2024 (23:59, GMT+8).

Important: You can only acquire your credentials to attend the Congress **after** successfully registering on the Congress System.

The APAO 2024 Congress Registration Counter is located in Nusa Dua Hall Lobby, Ground Floor, BNDCC1, with the following opening hours:

Date	Time
February 21, 2024	14:00 – 19:00
February 22 – 24, 2024	07:30 – 18:00
February 25, 2024	07:30 – 12:00

Scientific Program Schedule

Each session lasts for 90 minutes. For the session Schedule, please check https://2024.apaophth.org/program-schedule/. Please note that the Schedule may be subject to change as required. We kindly request that you regularly check for updates.

Duties of Chairs

In the Invited Sessions, each session has 3 Chairs, and the 3rd Chair is a local host representative. In the Submitted Sessions (Rapid Fire and Instruction Courses), each session has 1 to 3 Chairs.

- Please arrive at the appointed session room where you will serve as Chair, at least 15 minutes before the session begins.
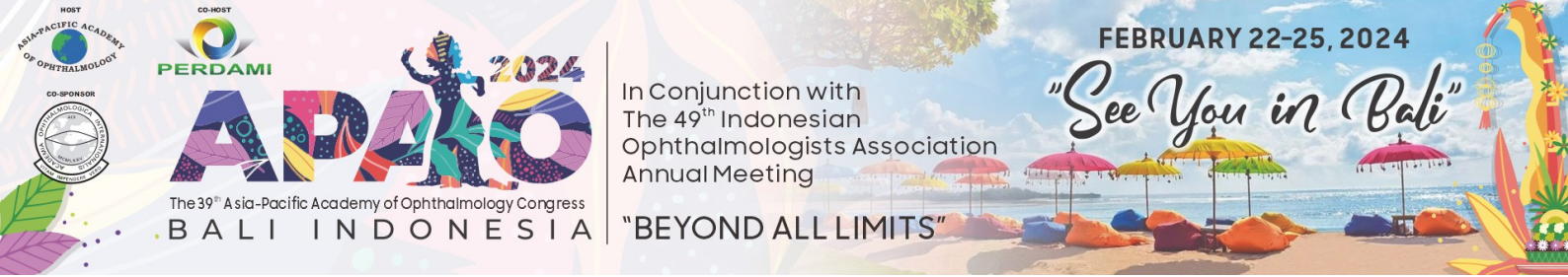
- A tablet will be provided on the Chairs' table for you to use the Congress App, which shows session details including theme, names of Chairs, names and biographies of Speakers, and presentation topics.
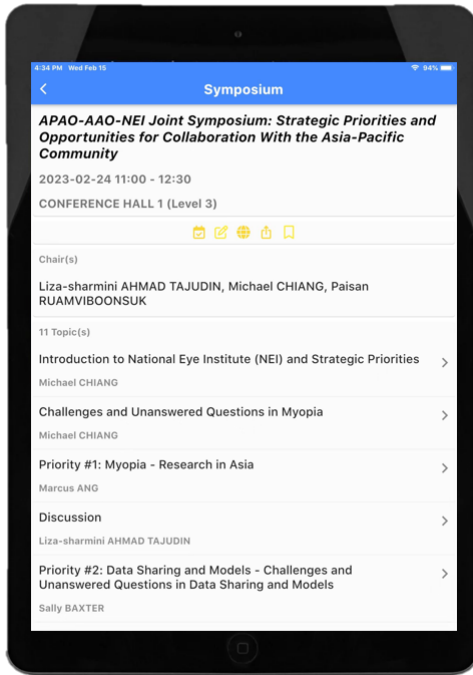

A sample session shown on the tablet

Please do check if there are any changes to the session you are chairing. Last-minute changes may occur, which are not reflected in the final Program Book or any printed material.

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

- Announcements to be made:

Online Q&A is available for each scientific session. Please encourage the audience to scan the session's QR code shown in the session room to submit questions during the session.

There will be a timer in the session room. Please remind Speakers when they have only 1 minute left to conclude their presentation. If Speakers overrun, please request them to wrap up in the next 30 seconds.
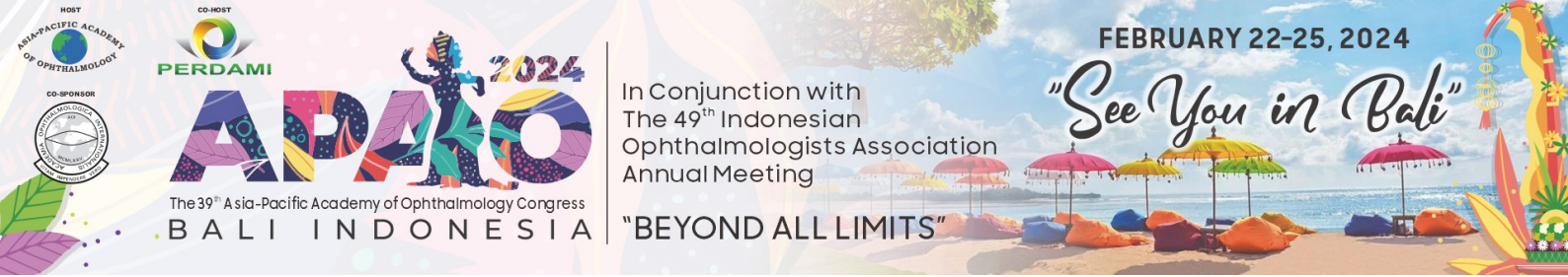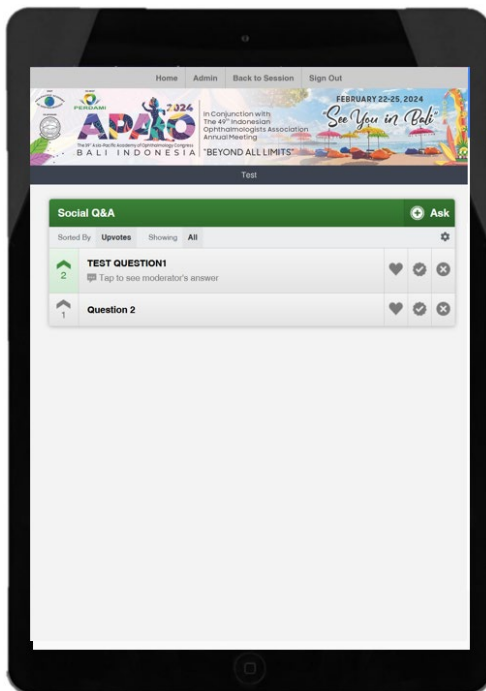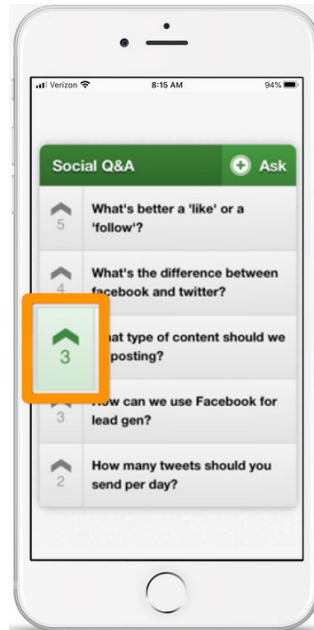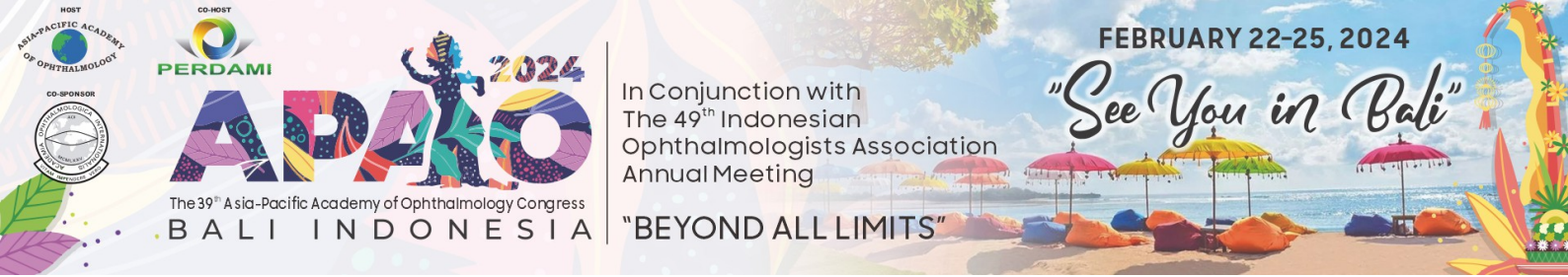
- Moderate online Q&A:

You can use the tablet to moderate the online Q&A through the Congress App.

Audience View for Online Q&A

1. Attendees will submit questions during the session.
2. Attendees can also upvote questions asked by others.
3. Questions with the most upvotes will move up to the top of the list.

Chair (Moderator) View for Online Q&A

Chair (Moderator) can organize questions with tools which are inaccessible to the audience.

The Chair (Moderator) can click on a question and enter an answer or reply in real-time. Once you have replied to a question, all attendees in the session can benefit from your response.

Please feel free to ask the onsite helpers for any assistance with the tablet or the Congress App.