

## International Conference on Alzheimer's and Parkinson's Diseases and related neurological disorders

March 5 - 9, 2024 | Lisbon, Portugal + Hybrid



### GUIDELINES FOR SESSION CHAIRPERSONS

A session chairperson is responsible for the smooth operation and time management of the presentations in their session. Please read the guidelines below for insight on best practices on managing a hybrid session that is taking place in-person and online.

#### TO BEGIN THE SESSION

- Introduce yourself and your co-chair to the in-person and online audience before the session officially begins, giving the name of the session and ask people to take their seats quickly. Encourage the audience to take front and centre seating.
- Invited speakers and chairs of the session will be seated in the first row of the hall and will make their way to the lectern on stage when it is their time to present and return following their talk.
- A technician will also be seated in the first row of the hall to assist with all technological features taking place during the session. Notify them immediately of any equipment problems.
- Ask people to set all cell phones on silent.

#### DURING THE SESSION

**Lecture length: 15 minutes including Q & A.** Any additional time leftover in a session may be used for further discussion.

- **Welcome the audience there as well as those joining online.**
- **Let the online audience know that questions can be directed to speakers directly by finding the speaker's name in the online platform and initiating a chat.**
- Introduce the speakers and presentation titles as indicated in the [program](#).
- If a speaker doesn't leave time for questions, please proceed immediately to the next lecture, without Q&A.
- Please interrupt speakers if they exceed the allocated time of your lecture.
- Please have questions prepared for the speakers if none are asked by the in-person or online audience.
- **Pre-recorded speaker talks** - participants can reach out to these speakers via the interactive platform with questions. *These speakers will not be available live for questions during the session.*

#### TO END THE SESSION

- At the end of the session, kindly thank the presenters and the in-person and online audience.
- **Remind the delegates that they can reach out to the speakers via the virtual platform and ask any additional questions that they may have.**

The AD/PD™ Scientific Committee thanks you for this important contribution to the success of the Conference.

Sincerely,  
AD/PD™ 2024 Conference Secretariat

