



CED/NOF-IADR
2024 Oral Health
Research Congress
12 — 14 Sept 2024
Geneva, Switzerland

2024 CED/NOF-IADR Oral Health Research Congress in Geneva, Switzerland, September 12-14, 2024

GENERAL GUIDELINES & RESPONSIBILITIES for CHAIRS

Thank you for promoting high-quality Oral Health Research in Europe

We truly appreciate your willingness to chair an oral session at the 2024 CED/NOF-IADR Oral Health Research Congress in Geneva. We have defined here the most important duties of a chair:

You can have a look at all the abstracts of your session before: all abstracts are listed in your ScolarOne Account.

For oral sessions

1. Arrive well in advance before the oral session/symposia session is due to start.
2. Start the meeting with a short introduction:
"Welcome to the CED/NOF-IADR Oral Health Congress in Geneva.. This oral session/symposium session is titled "xxx" and x (6 or 8) abstracts will be presented. We will start now with the first presentation titled xxx by xxx (author name) "
3. Once the presenter has finished his/her presentation, ask 1-2 questions and encourage the participants to ask questions. Be prepared to highlight issues that no-one else would. Make sure you are prepared for quiet moments to ask questions.
4. Introduce shortly the next author and title of the abstract that will be presented. (Repeat step 3+4 until all presentations are finished)
5. Keep strictly to the agenda according to the programme. *Oral presentation duration: 10 minutes, plus 5 minutes for discussion.* Symposium presentation duration is according to the programme.
6. To ensure that people who want to listen to a specific presentation and follow the programme, please keep the agenda strictly according to the programme, even if one (or more) presenter(s) will not show up. You may want to ask questions to bridge the waiting time.
Worst case scenario, you have to inform the session attendees to wait until it is time for the next author to present.
7. Ensure that if jargon and abbreviations are used, all attendees understand them.
8. Report 'No shows (presenter absent)' to the local Congress staff and send an e-mail ced.iadr@uzleuven.be

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For poster sessions

1. Arrive well in advance before the session is due to start at 8:30. Even though the posters will be displayed for a whole day, the presenters only need to be at the poster from 8:30 till 10:00 = 90 minutes.
2. During these 90 minutes, visit the different posters assigned to you. The presenter should briefly present his/her research (3 minutes) Once finished, ask 1-2 questions and encourage any other participants to ask questions. Be prepared to highlight issues that no-one else would. Make sure you are prepared for quiet moments to ask questions.
3. When you are also presenting a poster, please prepare a short presentation yourself and ask the other participants if they have any questions.
4. Ensure that if jargon and abbreviations are used, all attendees understand them.
5. Report 'No shows (presenter absent)' to the local Congress staff and send an e-mail ced.iadr@uzleuven.be

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