



## Session Chair Guidelines

### 1. Session Information

- 1) Daily Program (clicking on each session to go to the detailed program including abstract and chair)

June 27 (Mon)			
Time	Vista Hall 1 (B2)	Vista Hall 2&3 (B2)	Grand Hall 1 (B1)
09:00 ~ 10:00	<a href="#">Opening Plenary</a>		
10:10 ~ 11:10	<a href="#">Concurrent 1-1</a>	<a href="#">Concurrent 1-2</a>	<a href="#">Concurrent 1-3</a>
11:30 ~ 13:00	<a href="#">Concurrent 2-1</a>	<a href="#">Concurrent 2-2</a>	<a href="#">Concurrent 2-3</a>
14:00 ~ 15:00	<a href="#">Plenary 1</a>		
15:30 ~ 17:30	<a href="#">Concurrent 3-1</a>	<a href="#">Concurrent 3-2</a>	<a href="#">Concurrent 3-3</a>
18:00 ~ 20:00	<a href="#">Young Scientists Session</a>		

June 28 (Tue)			
Time	Vista Hall 1 (B2)	Vista Hall 2&3 (B2)	Grand Hall 1 (B1)
09:00 ~ 10:00	<a href="#">Plenary 2</a>		
10:10 ~ 11:10	<a href="#">Concurrent 4-1</a>	<a href="#">Concurrent 4-2</a>	<a href="#">Concurrent 4-3</a>
11:30 ~ 13:00	<a href="#">Concurrent 5-1</a>	<a href="#">Concurrent 5-2</a>	<a href="#">Concurrent 5-3</a>
14:00 ~ 15:00	<a href="#">Plenary 3</a>		
15:30 ~ 17:30	<a href="#">Concurrent 6-1</a>	<a href="#">Concurrent 6-2</a>	<a href="#">Concurrent 6-3</a>

June 29 (Wed)			
Time	Vista Hall 1 (B2)	Vista Hall 2&3 (B2)	Grand Hall 1 (B1)
09:00 ~ 10:00	<a href="#">Plenary 4</a>		
10:10 ~ 11:10	<a href="#">Concurrent 7-1</a>	<a href="#">Concurrent 7-2</a>	<a href="#">Concurrent 7-3</a>
11:30 ~ 13:00	<a href="#">Concurrent 8-1</a>	<a href="#">Concurrent 8-2</a>	<a href="#">Concurrent 8-3</a>
14:00 ~ 15:00	<a href="#">Plenary 5</a>		
15:30 ~ 17:30	<a href="#">Concurrent 9-1</a>	<a href="#">Concurrent 9-2</a>	<a href="#">Concurrent 9-3</a>

- 2) Presentation type
- On-site presentation is a standard format.
    - However, some pre-recorded video presentations of overseas speakers who have difficulty entering Korea due to COVID-19 are permitted.
  - After the SOM 2022 ends, VOD service will be provided only to registered attendees from July 18 to September 30. (limited to presentations with consent for filming and public disclosure)

- 3) Official language
- English (no interpretation is provided)

- 4) Presentation time of each session

Category	Presentation Time	Q&A Time*
Plenary	60 min./speaker	No Q&A
Keynote	30 min./speaker	5 min. Q&A immediately after each presentation
Oral	15 min./speaker	3 min. Q&A immediately after each presentation

\* No on-site Q&A for the video presentations.

- 5) Setting for chair desk

- AV equipment: Monitor, Timer
- Invited speaker's CVs (printed) and abstracts (printed)
  - On-site staff prepares materials for each session and put them on the chair table.
- Name plate for chair, Session Chair Guidelines (printed), Glass of water



### 2. Coding for Final Program

Coding	Description
	On-site presentation
Video	Pre-recorded presentation

### 3. Session Management Guidelines

Category	Scenario
<b>Before the session</b>	<ol style="list-style-type: none"> <li>① Arrive the session room about 10 min. prior to the start of the session.</li> <li>② Start your session on time.</li> <li>③ Briefly, introduce yourself and welcome the participants to your session.</li> </ol>
<b>Before each presentation</b>	<ol style="list-style-type: none"> <li>① On-site presenter introduction <ul style="list-style-type: none"> <li>● Plenary &amp; Keynote speaker : Briefly introduce the speaker by referring to the given CV and introduce the presentation title by referring to the abstract or final program book.</li> <li>● Oral speaker : Introduce the speaker's information (name, organization and country) and presentation title by referring to the abstract or final program book.</li> </ul> </li> <li>② Pre-recorded presenter introduction <ul style="list-style-type: none"> <li>● Announce that the presentation will be held in pre-recorded presentation instead of on-site due to COVID-19.</li> <li>● Introduce the presenter according to the ① above.</li> <li>● According to your comment, "Please play the video!", the technician in your session room will play the pre-recorded video file.</li> </ul> </li> </ol>
<b>After each presentation</b>	<ol style="list-style-type: none"> <li>① Q&amp;A for On-site presenter <ul style="list-style-type: none"> <li>● Plenary speaker: No Q&amp;A</li> <li>● Keynote speaker: 5 min. Q&amp;A immediately after each presentation</li> <li>● Oral speaker: 3 min. Q&amp;A immediately after each presentation</li> <li>● Encourage the audience to ask questions and, if there are no questions, prepare the moderator to ask one or two questions</li> </ul> </li> <li>② Q&amp;A for Pre-recorded presenter <ul style="list-style-type: none"> <li>● Closing without Q&amp;A (no ZOOM connection)</li> </ul> </li> </ol>
<b>No-show management</b>	<ol style="list-style-type: none"> <li>① In case of no-show (on-site presenter is not present), the on-site staff will inform to the session chair.</li> <li>② Upon receiving the no-show notice, inform the audience that the presenter will not be present and have the presenter in the next presentation order present earlier.</li> </ol>
<b>Closing the session</b>	<ol style="list-style-type: none"> <li>① Briefly wrap-up the session.</li> <li>② Extend the appreciation to the speakers and audience of your session.</li> </ol>