

## Guidelines for Chairs of the Oral Session at ICP 2024

The first speaker in the oral session will take the role of the chairperson for the session. In case of the first speaker's absence, the second speaker will take over the chairperson's role.

### WHAT TO DO AS CHAIRS

#### 1. Tasks before the First Day of the Conference

##### - Be Aware with Your Session

The Scientific Program is available on the website [www.icp2024.com](http://www.icp2024.com). Please be aware of speakers in your session. All information about speakers and abstracts will be available on ICP 2024 Mobile App. Please keep checking the ICP 2024 website for any updates. Read carefully and try to understand the outlines of the papers in your session.

#### 2. Task on the First Day of the Conference

##### - General Registration

Register at the registration desk. The Registration is located at the main entrance of the O2 Universum.

#### 3. Tasks on the Day of your Session

##### - Come to the Session Room

Please come to the session room at least 15 minutes before the session starts.

##### - Confirming the arrival of all the speakers

Confirm the arrival of all the speakers of your session.

If a speaker has not arrived by the time of the presentation, announce that the presentation is withdrawn and call a break.

**Keep to the schedule:** start the next presentation at the time indicated in the program.

##### - Announce to speakers about a Certificate of Presentation

A certificate of presentation will be provided to all speaker after the congress in

#### 4. Tasks in Session

##### - Helping the speaker with the presentation tools

Trained volunteers are here to help the speakers with running the presentation and show the use of a laser pointer. If the speaker is not familiar with the use of them, please offer your help.

##### - In case of emergencies (sudden sickness, injury, fire, natural disaster, etc.)

If an emergency occurs, the registration staff will take care of the situation. According to the instructions of the staff, please give the information to the audience about the situation and take a break or continue the presentation. Please do not forget to **always** inform the volunteer inside the room to call the authorized person from the Organization Team.“

## HOW TO RUN THE SESSION

### 1. Starting the Session

Start the session as per schedule; in time. When few attendees are seated and the hall is noisy, announce that the session will be opened soon and ask the attendees to be seated. Once you start the session, the hall will usually get quiet. Firstly, Chair declares that the session is to be opened. Then, tell attendees taking photos and audio recording are not allowed according to the ICP 2024 Regulations.

### 2. Introduction

Introduce yourselves. If necessary, you can explain the characteristics of your session and the speakers (/presenters). Please be brief.

### 3. Regular Presentation

Read the title of the paper and the name of the speaker only but **not** the names of all of the authors.

### 4. Time Management

The duration of an oral presentation is **15 minutes**, including discussion time.

The chairperson is responsible that each speaker's presentation is kept within 15 minutes time window and that the total duration of the session won't reach **120 minutes**.

A Volunteer measures the time and will notify the speaker in the following manner:

- 10 minutes from the beginning of a presentation (**5 minutes left**)
- 12 minutes from the beginning of a presentation (**3 minutes left**)
- 14 minutes from the beginning (1 minute left) – **STOP**

### 5. Discussion

#### - Starting Discussion

After Speech, announce the start of Discussion if the speaker left any time for it. Ask the audience for questions and comments.

If the hall is noisy, ask the audience to keep the noise down.

#### - Assistance in Discussion

If the time is running short and there are no questions or comment, move on to the next presentation.

#### - Termination of Discussion and move to the next presentation

After checking the time, announce the termination of Discussion.

If the questioner asks the details of the presentation such as the development procedure or particular numbers, and the speaker is not able to respond properly, then recommend the questioner to "discuss off-line."

Before closing Discussion, ask the audience to "give a big hand to the speaker," or to "Thank



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the speaker again” (since there was already applause when the speech itself ended). Even if the presentation ends early, keep to the schedule: take a short pause so that the next presentation begins as scheduled.

### **- Change of the speaker**

If the expected speaker is changed, simply introduce the new speaker without mentioning the cause of the change. The new speaker might explain it.

### **- Absence of the expected speaker**

If the expected speaker does not show up and if no one will present on behalf of him/her, announce that the presentation is withdrawn and the session will have a break. Within the session, however, the chairs can bring forward next papers with the approval of following speakers. Keep to the schedule: start the next presentation as scheduled.

## **6. Closing the Session**

Before closing the session, propose to give a big hand to all the speakers of your session:

Before closing,

1. Let us thank all the speakers of this session. or:
2. Let us give another round of applause for all the speakers of this session.

**Declare the close of the session and thank the audience**, if you wish.

Announce the starting time of the next session, if any.

In the last session of the Conference thank the audience and the Organizers for their cooperation.