



25th Annual Scientific Meeting of the Australasian College of Phlebology 9 - 12 May 2025 | Gold Coast, QLD

CHAIRPERSON AND MODERATOR GUIDE

CHAIRPERSON INSTRUCTIONS

- ⇒ Please introduce yourself and the Moderator.
- ⇒ Please introduce the session.
- ⇒ A copy of the Program for the day will be available on your panel table.
- ⇒ Ask the audience to turn off mobile phones.
- ⇒ Please introduce the speaker and the title of the presentation.
You can take turns with the moderator in this role.
- ⇒ Start the session at the precise time as it appears on the Program.
- ⇒ Use the conference timer for every presentation. There will be a large screen displaying the time for both the Chair/Moderator and the Speaker. When there is one minute remaining the screen will start flashing with the count down.
- ⇒ No change in the order of presentations is allowed unless authorised by the Convenor. If a speaker wishes to go earlier or later, this needs to be authorised by the Convenor. In general discourage any change in the order of the session for whatever reason.
- ⇒ If a speaker does not show up, proceed to the next talk.
- ⇒ Adhere to the time allocated and stop the speaker at the precise time. There will be a chime when there is 1 minute remaining and the screen will start flashing with the countdown.
- ⇒ All speakers must declare any Conflict of Interest. If this is not done or the slide is simply flicked through, ask the speaker to go back to the slide and allow adequate reading time.
- ⇒ All questions are to be saved for the question time at the end of the session. No questions are allowed at the completion of presentations.

MODERATOR INSTRUCTIONS

- ⇒ Questions are taken in all sessions at the end of the session, unless otherwise notified.
- ⇒ At the end of the session, please ask all speakers to come back to the stage for the Panel Discussion.
- ⇒ Ask the audience to come to the standing microphones for questions.
- ⇒ Ask the audience to introduce themselves and where they come from before asking questions.
- ⇒ Questions must be short and targeted. Long commentaries and descriptions of opinions should be discouraged.
- ⇒ Only allow 1-2 questions per audience member maximum.
- ⇒ Do not allow the question time to become a debate session.
- ⇒ Please keep a close eye on time. Sessions must finish on time.

IMPORTANT!

If the speaker is going over time you will need to stop them in order to maintain the schedule.

