



Dear Session Chairs and Co-chairs

21-02-2022

Thank you for your availability to help us with session moderation for the WUWHS2022 congress in Abu Dhabi. This communication is just to make sure we are all on exactly the same page to ensure your moderation duties are not causing you any stress or additional tension.

The following housekeeping rules are in place for all sessions:

1. **Before the congress:**

- a. The program book is already published on the website [www.wuwhs2022.org](http://www.wuwhs2022.org)
- b. Please avail some time to make yourself familiar with the speakers and topics in the session you have moderation responsibilities for;
- c. Prepare a few standard questions beforehand to have ready and on-hand to initiate question and answer interaction;
- d. You will find your respective room numbers on the exhibition map in the program book;
- e. It might be a good idea to make a time table for yourself to keep track of your time schedule at the congress.

2. **At the congress:**

- a. Have a walk through the venue to familiarize yourself with the lay-out;
- b. Find the speaker room in the main foyer (open and available from 28 February 2022) to meet the speaker administrators personally and report to them that you are onsite;
- c. Your session will run exactly as it is planned in the congress book. If one of your speakers are not on-site in Abu Dhabi, that talk will be the recorded version already received in the speaker bank. Your IT technician in the room will ensure that it is played in the sequence as planned;
- d. Please be in your moderation room 10 minutes before the start of a session and do a quick roll-call of your speakers and meet your co-chair (you may choose to divide duties as well);
- e. The most important thing is to START on time in your session and END on time. This will ensure the room to be vacated in time for the next session to start;
- f. Talks are 15 min maximum and those that are recorded are 10 min in length;
- g. You are encouraged to have a question and answer session built into your session. You may choose to do that after each talk for 1-3 minutes or allocate a 10 period just before the end of your session. This will ensure interactivity and a more wholesome session experience for all involved;
- h. If you are moderating a plenary session, you will have a life steaming audience as well. Some questions may come through a chat box and it will be communicated to you from the side of the IT support person. At the end of the session just ask the IT person if there are additional questions in the chat box to address all questions for both on-site and virtual attendees;
- i. You are given the authority to stop any speaker who is exceeding more than one minute on a talk – this will be communicated to speakers as well to ensure smooth flow and timely closure of each session. Do not be intimidated – you are the boss!
- j. The speaker room is your safe haven for any questions or insecurities from your side.

Have a safe journey and we welcome you warmly to Abu Dhabi!

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