WORLD UNION OF WOUND HEALING SOCIETIES

WUWHS 2022
GLOBAL HEALING CHANGING LIVES
ABU DHABI, UAE
WWW.WUWHS2022.ORG

WUWHS 2022 GLOBAL HEALING CHANGING LIVES ABU DHABI UAE 1-5 MARCH

Dear Speakers   22-02-2022

This communication is just to make sure we are all on exactly the same page with regards to congress process and uploading of on-site talks. 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
   b. Please avail some time to make yourself familiar with all the sessions you are part of;
   c. You will find your respective room numbers on the exhibition map in the program book;
   d. It might be a good idea to make a time table for yourself to keep track of your time schedule at the congress;
   e. Buy a **brand-new memory stick** to save your WUWHS talks on and bring that along.

2. At the congress:
   a. Have a walk through the venue to familiarize yourself with the lay-out;
   b. **Find the speaker room with directions that will be from the main foyer** (open and available from 28 February 2022) to meet the speaker support and report to them that you are onsite;
   c. Please visit the speaker room a day before the session you are to speak in to upload your talk onto the congress computer;
   d. **NOW:** Please bring all your onsite talks on a **brand-new memory stick** with **ONLY your WUWHS talks** saved on it **and zero other files or folders**. This will ensure stewardship from all to contain electronic virus spread and no computers being hacked or damaged as a result. A virus check will be done before your files will be loaded. If there are other folders on the stick that you present, the IT support person will not load your talk over to the congress computer and your recorded talk in the speaker bank will be used as a recording instead;
   e. Your speaking topic and timing will run exactly as it is planned in the congress book. If one of your co-speakers are not on-site in Abu Dhabi, that talk will be the recorded version already received in the speaker bank in the slot allocated for it. If you are the next speaker, you will just follow on from there talking naturally and present your work. The IT technician assigned to each room will ensure that it is played in the sequence as planned;
   f. Please be in your allocated presentation room 5-10 minutes before the start of a session and identify yourself to the moderator of your session;
   g. The most important thing is **STAY ON TIME with your talks.** A good rule of thumb is to have no more slides than the number of minutes allocated (a 15-minute talk to have a deck of 15 slides max). Even better would be if your talk is 1-2 minutes less, to allow for some question-and-answer time in a relaxed manner. The room has to be vacated on time at session end;
   h. Talks are 15 min max and those that are recorded and played on-site, are 10 min in length;
   i. If you are speaking in 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 through your session moderator who would receive those from the IT support persons;
   j. You are to not feel offended or rejected if your session moderator stops you after going 1 minute over your talk time. It is done purely to allow good flow and equal time allotment to all the speakers in the session.
   k. The speaker room is your safe haven if there are any questions or insecurities from your side.

Have a safe journey and we are looking forward to see you all in Abu Dhabi!