

## **SOPI GUIDELINES**

### **TASK OF SESSION CHAIRS / SCIENTIFIC COMMITTEE**

With your co-chair, we want you to undertake the following:

1. Introduce the session and the speakers ( Speakers biographies will be Provided)
2. Keep the time of the session
3. Moderate the discussions and make a summary closing and conclusion

At the end of the session, if possible, write up a short synopsis for SoPI documentation and for sending recommendations to financing agencies and Ministry of Health, Drug regulatory agencies, Medical and Pharmacy Councils, Media and others

### **TIPS FOR SoPI SESSION CHAIRS**

1. Meet your speakers before the session
2. Review their presentations to assure that what will be presented fits the theme of the session; the subject of the track and that there is no overlap between speakers.
3. Assure and instruct that the number of slides is appropriate for the time allotted (2 minutes for a slide is recommended)
4. Assure that each speaker is speaking clearly and slowly with proper English.
5. Assure that enough time is left for questions.

### **DURING THE SESSION**

1. Please start the session on time
2. Introduce the session and the speakers but avoid long biographic introductions
3. Keep the time of the session and each speaker to the time allotted- Red card reminders may be used to keep time in check
4. Remind any speaker who is not using the microphone effectively to reposition the microphone as necessary, or who is speaking too fast
5. Prepare questions for the panel in case there are no questions from the audience

We suggest having time for audience participation as this encourages interaction among delegates

Have all the participants from the audience use the microphones or/and repeat the questions so that the rest of the audience can hear them

Moderate the discussions and make a summary closing and conclusion

Please finish the session on time