



WSC 2023 – Moderator/Chair Guidelines

Thank you for your ability to assist in moderating/chairing a session at the **15th World Stroke Congress to be held on October 10-12, 2023, onsite in Toronto, Canada**. Your role truly enhances the experience for all those onsite and those attending virtually.

Session chairpersons are responsible for the smooth operation and time management of the presentations in their session. Please read the guidelines below for an insight into the best practices regarding chairing a session that is taking place onsite and online.

PREPARATION: BEFORE THE CONGRESS

Please familiarize yourself with the program, session(s) and speakers. You can view the information on the [interactive program](#), for the most up-to-date timings and presentation details.

To view your schedule please [click here](#) and search for your last name in the search bar.

If you are unable to fulfill any of these roles, please contact the congress organizer at wsc@kenes.com.



Then click your name. By clicking on the session name(s), you will be able to view the details of the session.

Please note: There is an embargo on the abstracts and they will be available for viewing only at the start of the Congress on the 10 October 2023.



The information will also be available on the Congress App; **available at the start of the Congress on 10 October 2023. You will be unable to access the app prior to this date.**

To download the Congress App, please follow the below instructions:



1. Scan the QR code or search “Kenes Congresses” to download.
2. After installing the app, insert the event code WSC2023
3. Login with the email and password you’ve received. **Please note: You will receive this information prior to the congress in an email.**

AT THE CONGRESS: BEFORE THE SESSION STARTS

Sessions in Halls F, 718 and 716, have a Q&A component, through the congress App called “Ask the Speaker,” further explained below. This feature is also available for live streamed sessions, in the same 3 halls, through the virtual platform on the 10 October – 12 October.

Please arrive at your session hall at least **10-15 minutes before** the session is scheduled to start, to meet with an IT technician and prepare for the session.

For chairs and moderators in halls F, 718 and 716 you will also receive an iPad to facilitate the “Ask the Speaker” feature.

The technician will be able to further explain the feature, as well as answering any questions you may have.

Approximately two minutes before the start of each session, please ask delegates to take their seats, encouraging them to sit towards the front and center. You should announce each speaker and supervise discussion from the head table using the microphone provided.

One minute before the first scheduled presentation:

- You should introduce yourselves by name and affiliation.

- Announce the title of the session.
- Ask delegates to set their mobile devices to silent and request that they do not take photos of the presentation slides or record the session.

DURING THE CONGRESS

As the session chair, you are responsible for the time management of the presentations within your session hall:

- Welcome the audience onsite as well as those joining virtually, in Halls F, 718 and 716.
- Please introduce the speaker and presentation title as indicated in the Mobile App, which will have the most up-to-date program details.
- Please follow the schedule closely.
- It is essential to adhere to the scheduled start and end times of each presentation. This is so people can move from one room to another and find the presentations as announced in the program.
- Please announce a two-minute warning so that a speaker can time the end of their presentation and not overrun.
- If the presenter is speaking too quickly and cannot be easily understood, please ask them to slow down.
- Please ensure that the speaker uses the microphone.
- If there is a long or complicated question from the audience and/or if the speaker does not understand the question, please summarize the question for the speaker or ask for clarification.
- Notify the in-hall AV Technician immediately of AV equipment problems.

If the session gets ahead of schedule, do one or more of the following:

- Solicit questions from the audience and lead a discussion.
- If you finish before the allotted time, you may let the session out early.



Q&A: “Ask the Speaker” feature in Halls F, 718 and 716

- For delegates attending onsite, questions can be asked live during the session and through the Congress App, using the “Ask the Speaker” feature.
- For delegates attending virtually, questions can be asked through the Congress App during sessions which are being lived streamed.
- Let the virtual and onsite audiences know that questions can be directed to speakers directly, by finding the speaker’s name in the online platform and initiating a chat.

ASK THE SPEAKER: *Please note this feature will only be available in the App when the Congress starts. You will not see it in the app prior.

Explain to the audience the “Ask the Speaker” feature. To access the “Ask the Speaker” feature using the following steps:

- Navigate to your session via the Congress App and click on the “interactive features” button.
- Click on the “Q&A” button.
- Type your question and click on the green arrow to send your questions.

Note: All questions submitted through the app will appear on the iPad of the session chair. This will be further explained by the technician in the room.

INTERACTIVE VOTING

The debate sessions will have interactive voting as well, through the Congress App. Please follow the above instructions to access the voting features in the Congress App, by navigating to the “interactive features,” the option to vote will appear, in sessions that have voting.

- If the session has voting, the speaker has been informed to announce, “please vote now,” during their presentation. At this point, the technician will open the voting in the app and on the virtual platform.
- When the speaker wants to finish the voting, they will announce “please close the voting.”
- Voting results will be shared with the presenter and audience for discussion.



We wanted to thank you again for your support and for enhancing the experience for all those in attendance and assisting in making this congress successful for all presenters and delegates. For any questions, please contact us by clicking wsc@kenes.com.

WSC 2023 Congress Organizer