



70th Annual Conference of Cardiological Society of India



CSICON-2018

22nd-25th November 2018, Mumbai

Chairpersons Guidelines

Chairpersons play an essential role in keeping the sessions flowing smoothly and on schedule.

1. Please review the final program to re-confirm location, schedule and title of the sessions.
2. Chairpersons must reach the designated hall at least 15 minutes before the schedule time. Hall Coordinator will be available to assist Chairpersons.
3. The meeting is going to be conducted without any announcements. As soon as the previous session is over, the next session will be displayed on the screen (with names of the chairpersons). The chairpersons are requested to proceed to the dais, occupy their chair & start the proceedings with a brief remark and invite the speaker.
4. An Introductory Slide about the speaker will be displayed. Speaker introduction is not required.
5. The Chairperson will announce the subject of talk of each speaker as he/she walks up to the dais. According to the type of session, time has been allotted for discussions and audience interaction. It is requested to avoid summarizing talks. Sessions will end with remarks from the Chair.
6. The chairpersons must use their position, seniority, professionalism and authority to ensure that speakers do not exceed the allotted time, irrespective whether he/she is national or international guest speaker. The duration of the talks and sessions will be communicated to the chairpersons and are requested to strictly adhere to allotted time. Time keepers will assist Chairpersons to stick to the allotted time.
7. During the Q/A session, if time permits, all the concerned speakers can be invited to sit on the stage, to enable the delegates to address their questions directly to the speakers.

Note: Chairpersons are the key to success and smooth conduct of the scientific program

Prof. Kewal C Goswami

Prof. of Cardiology, AIIMS, New Delhi

President Elect CSI-2018

Chairman Scientific Committee, CSICON-2018