Guidelines for Session Chairs

BEFORE THE SESSION

- Please refer to your session schedule via the LUPUS 2025 mobile application or interactive programme. You can search by your last name in the interactive programme or via the mobile application to see all the sessions you are scheduled to participate in.
- For any specifics of your session type (plenary, debate, etc.), please refer to the LUPUS 2025 website.
- Please arrive at the session hall/location about **15 minutes before the session starts**.
- Consider possible questions to the speakers in advance and engage speakers in a discussion. Please take the initiative when appropriate and help to stimulate questions from the audience.
- When a session has two chairs, please discuss the flow of your session with your co-chair before the session starts – opening and closing notes, speaker introduction, etc.
- Speakers will be asked to take a seat in the first row of the hall and will make their way to the lectern on stage when it is their time to present, unless there are further specifics to the session type.
- A technician/staff member will also be present in the hall at the AV table/at the E-Poster stations to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.
- If your session includes voting, please refer to the voting guidelines on the LUPUS 2025 website.

> **Before the start of the session:**
> Please ask people to take their seats and encourage them to take front and center seating.
> Ask them to silence any mobile devices and refrain from photographing/recording the lectures.

START OF THE SESSION

- **Introduce** yourself and your co-chair by name and affiliation.
- **Welcome** the audience in the hall.
- **Outline**, very briefly, the session content. "We are going to talk about: x,y,z"
- **Encourage** the audience **to ask questions** via the microphones in the hall or the mobile application. Q&A time is either included in each speaker's presentation duration or designated in the session outline as a group discussion at the end. Please refer to the session schedule for more details.

DURING THE SESSION

- **Introduce** the speakers and presentation titles as indicated in the LUPUS 2025 mobile application (note that there could be last-minute changes).
- Please **follow the schedule closely** and gently interrupt speakers if they exceed the allocated time for their lecture. Please be mindful of Q&A time, which may be included in the presentation duration.
- *FOR ALL SESSION HALLS:* Besides taking questions from the floor, you can see questions sent via the mobile app on a tablet that you will receive before the session. Please check the questions throughout the session and ask the best ones to the speakers during Q&A and discussions.
- *FOR POSTER TOUR SESSIONS:* Session attendees will stand around you and the presenter. After each presentation, please encourage the audience to raise their hands and ask questions verbally. The function for questions via the mobile app is **not** available for Poster Tour sessions.

Please note:
- If a speaker fails to attend the session, please excuse them to the audience and move to the next speaker.
- If the session ends early, please solicit questions from the audience and lead a discussion where possible.

TO END THE SESSION

- At the end of the session, kindly thank the presenters and the audiences for their participation.