APVRS 2024 Singapore – Guidelines for Chairs and Speaker on Session Day

The Congress Committee appreciates your contribution to and agrees to participate at the upcoming 17th APVRS Congress. This document has been prepared to assist you in attending the Congress successfully on November 22 - 24, 2024.

1. Preparation Before the Congress

a. **Navigate the APVRS 2024 Congress Website and Mobile App**: Stay informed, connected, and up-to-date with all the latest updates and happenings at the APVRS 2024 Singapore Congress by downloading our official Congress App. Be sure to turn on all notifications to stay informed.

b. **Check Your Schedule:** Please check the presentation schedule online at https://2024.apvrs.org/program-schedule/ or mobile app. All time shown is local Singapore Time (GMT+8). Please do check the schedule regularly to keep up with the latest updates.

2. Registration

All invited chairs and speakers will enjoy complimentary registration. Please remember to complete the registration procedure and update your personal profile at http://congress.apvrs.org/.
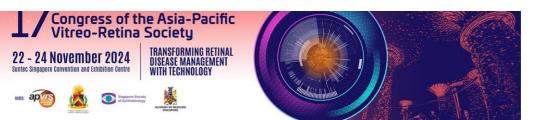
Badge Pickup

The Registration and Information Desk is located at Hall 403 Foyer, 4/F, with the following opening hours:

Date	Time
November 21, 2024 (Thu)	15:00 – 18:00
November 22, 2024 (Fri)	07:30 – 18:30
November 23, 2024 (Sat)	07:30 – 18:30
November 24, 2024 (Sun)	07:30 – 14:15

After you collect your badge, you will also receive a Summary Note. Please bring the Summary Note to the **Delegate Bag Counter** in **Exhibition Hall 5F** to **pick up your delegate bag** and **ribbons**. During the opening hours noted above, staff will be available to answer your questions and provide information about the Congress, venue, and surrounds.

4. Chair Responsibilities

a. Please arrive at the appointed session room at least 15 minutes before the session begins.

b. A session lineup will be placed on the desk.

c. Please start each scientific session on time and begin each session by briefly introducing the session theme and the other Chairs.

d. Announcements to be made:

- Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer on the screen. Please urge in-person speakers who are overrun to wrap up their presentations in the next 30 seconds.

e. Please briefly introduce each speaker and their presentation topic. There will be a tablet computer on the desk. You can look up a speaker's biography if s/he has uploaded the information.

f. Facilitate the Q&A and Panel Discussion

5. Speaker Responsibilities

a. Speakers are reminded to visit the speaker ready room (**Inside the Exhibition Hall on 4/F**) and upload your presentation **1 hour before your session starts**.

b. Speaker Ready Room Operating Hours:

Date	Time
November 21, 2024 (Thu)	15:30 – 18:00
November 22, 2024 (Fri)	07:30 – 18:30
November 23, 2024 (Sat)	07:30 – 18:30
November 24, 2024 (Sun)	07:30 – 15:30

c. The computers in the Speaker Ready Room will have the exact same configuration as those in the session rooms. It is imperative that you review your presentation in the Speaker Ready Room where our technicians will help resolve any compatibility and/or formatting issues.

d. The PowerPoint presentation and video files you have uploaded to the computer in the Speaker Ready Room will be automatically transmitted to the laptop computer at the podium in the session room before your session begins.

e. For full details on presentation guidelines, please refer to Presentation Guidelines on the congress website.

f. Speakers are reminded to arrive at the appointed session room at least 5 minutes before your presentation starts. Please kindly strictly adhere to your allocated presentation time.