

# CHAIRPERSON'S GUIDELINES

## Important Points

- A. As an eminent person in the field, the chairpersons are expected to be precise and stick to the allotted time.*
- A. Each chairperson has been informed about the session he has to chair.
  - B. It is requested from the chairpersons of each session to be present in the desired hall at least 30 min. before the session.
  - C. There will be three chairpersons in each session.
  - D. The chairperson of each session is requested to start session on time and finish on on time.
  - E. The chairperson is requested to invite the speakers directly **without any brief introduction/ welcome address/ personal comments** so that more time can be used for discussion
  - F. At the end of each presentation there will be 2 min. discussion time, so the chairperson is requested to ask or invite the question from the audience first rather than asking questions himself
  - G. At the end of each presentation the chairperson is requested **not to give his own idea/ personal experience** to save the time for next presentation.
  - H. A continuous timer will be running and a warning sound will be heard 1 minute prior to the end of the allotted time. The audio-visual system will be **automatically shut-off or switch screen to the conference Background** at the end of the allotted time.
  - I. Time allotted for each-
    - PG FREE PAPER SESSION - 6 MIN. PRESENTATION + 2 MIN. DISCUSSION
    - GOLD MEDAL SESSION - 8 MIN. PRESENTATION + 2 MIN. DISCUSSION
    - SYMPOSIUM - 8 MIN. PRESENTATION + 2 MIN. DISCUSSION
    - ORATION - 30 MIN. PRESENTATION + **NO DISCUSSION**
    - CASE BASED PRESENTATION - 6 MIN. PRESENTATION + 9 MIN DISCUSSION
    - POSTER GOLD MEDAL SESSION - 3 MIN. PRESENTATION + 2 MIN. DISCUSSION
  - J. There will be no momento or certificate (except orations) given on dias. All speakers and chairpersons will be given certificates as they go down from dias by the organizing committee.

**By following the guidelines above, we're confident that the Scientific Committee will make your experience easy.**

**Should you have For Any Query Call or Whats App: 9415218156**

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*The venue of*

**48th ANNUAL CONFERENCE OF UP ORTHOPAEDIC ASSOCIATION**  
**from 02-04 APRIL 2024 is AT AMA Convention Centre, Prayagraj, U.P.**