

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-
- | | |
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| 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.

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The venue of
48th ANNUAL CONFERENCE OF UP ORTHOPAEDIC ASSOCIATION
from **02-04 APRIL 2024 is AT MLN MEDICAL COLLEGE, Prayagraj, U.P.**