

Chair Guidelines for Congress Theme and Oral Sessions

Thank you for agreeing to be a Session Chairperson at the APOTC 2024. The following outlines the key responsibilities of the Chairperson.

Chair's Desk

Please check in to the Chair's Desk at least 30 minutes prior to your session.

Key Tasks and Responsibilities

Introductions and Acknowledgement

The session will be chaired by a pair of Japanese Association of Occupational Therapists member and an occupational therapist from overseas.

A key role of the Chairperson is to introduce the session and speakers. Provide a brief introduction to the session and welcome all speakers. Please keep your introduction as brief as possible to ensure the session runs to time (approx. 1 min introduction).

In preparing for your facilitation role, the first step is to read the presenters' abstracts to have a general understanding of the presentations. These will be available in the Congress app.

At times it will be necessary for housekeeping announcements to be made at the beginning or end of the session. These announcements will be provided to you and will be placed on the panel table in your session. We request that these announcements be made to ensure that all participants are aware of the necessary information.

Presenters

We recommend that you meet the partner chairperson and all speakers in the session room 10 minutes prior to the beginning of the session. This will enable you and the speakers to meet each other, go over the run of session as well as the opportunity to check audio and visuals.

Presentations are made only in English.

Question time

Congress Theme Sessions - each session (90 minutes) includes 4 presentations. Presentation is 15 minutes for each speaker, and 30 minutes of overall discussion will be held after all presentations.

Oral Presentation - each session includes 6 presentations, and each presentation is 10 minutes followed by 3 minutes of discussion.

The Chairperson plays a key role in facilitating question time after each presentation. It is recommended that you prepare at least one question for each presenter to ask during the Q&A. If a presenter is not asked any questions from the audience, please ask a question.



Dates November 6 WED – 9 SAT, 2024

Venue Sapporo Convention Center SAPPORO, JAPAN

Convenors

Ling-Hui Chang President of APOTRG

Shinichi Yamamoto President of JAOT

Audio Visual (AV)

All rooms will be set up with lectern, microphone, data projection equipment and remote clicker. Speakers will need to advance their own slides. The stage will be set up with a panel table and microphone so that as Chair, you are able to remain seated and direct your questions to the speaker at the lectern at the end of their presentation time.

There will be an AV technician on hand to assist should any issues arise.

Time Keeping

In the interests of keeping an efficient program schedule, please ensure your speakers do not exceed the duration of their presentations and the session runs to time. Timing devices will be available to show speakers when their time limit is approaching and when they must stop speaking – please advise the speakers of this process before the session commences.

The Chairperson will be responsible for time keeping the Q&A component of the session to time.

Programme Changes

In some sessions, there may be last minute cancellations when a speaker is unable to present as planned. The Congress Office will notify the chair of any updates where advised. If a speaker does not show up, please move to the next speaker.

Mobile Phones

Advise all participants including speakers to put mobile phones on silent so as not to interrupt the speakers.

Assistance

There will be AV support available to assist if necessary.

Congress Volunteers or Registration Desk staff will be available throughout the Congress to assist if needed. Please let us know if there is anything we can help you with.

Registration

All chairs must complete congress registration. There are no discounts for chairs, simply select the registration type that best suits your current status.

<https://www.c-linkage.co.jp/apotc2024/registration.html>

Thank you for help making the APOTC 2024 a success. If you require further information about registration, programme or venue, please contact the APOTC2024 Secretariat.

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Secretariat for the 8th Asia Pacific Occupational Therapy Congress (APOTC2024)
Email: abs-apotc2024@c-linkage.co.jp