

Chair Guidelines for Student Poster Sessions

Thank you for agreeing to be a Student Poster 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

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.

Presenters

We recommend that you meet all speakers in the Main Hall at the beginning of the session. This will enable you and the speakers to meet each other and go over the run of session. Since the presenters are students or new graduates and might be their first international congress to present, your role is to empower the novices. So please give them warm words and advice to relax.

Question time

The Chairperson plays a key role in facilitating discussion among presenter and audience during the session. It is recommended that you prepare at least one question for each presenter to ask. If a presenter is not asked any questions from the audience, please ask a question so that presenter can have some interaction/active participation.

In the interests of keeping an efficient program schedule, please ensure the session runs to time. The Chairperson will be responsible for time.

Student Poster – speakers to stand-by 30 minutes for Q&A, and there will be around 18 presenters at each session.

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.

Assistance

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 APOTC 2024 Secretariat.



8th APOTC.2024 Sapporo.Japan

Empowering Collaborative Community:
Sustainable and Evidence-Based Occupational Therapy

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

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