Guidelines for session chairs/co-chairs

Role of a session chair/co-chair

Your role as a session chair/co-chair is to guide the session to achieve its intended purpose in the time available. This is the key to a successful session.

Preparation before the conference

- **Make contact with your session co-chair** (if applicable) and agree on your respective roles in the session.
- Contact the session point person for any questions you might have about the session topic or structure.
- **Familiarize yourself with the presentation topic(s) or abstracts before the session.**
- **Make contact with the speakers prior to the session.** Please review their presentation and speaking notes beforehand so that you have an idea of what they will present. Prepare questions that will stimulate audience participation and interaction during the moderated discussion, if applicable.

At the conference

Please check in at the speaker centre at least **four hours** before the start of your session to:

- Collect your final session schedule and instructions.
- Receive instructions on how to download and use the IAS 2019 mobile app.
- Receive any last-minute security information or details on changes to your session.

The speaker centre is located on Palacios level, in Palacio de la Canal 9. The opening hours are as follows:

- **Sunday, 21 July – Wednesday, 24 July** 08:00 – 18:30

- **Please meet with the speakers before your session** to run through the session line-up (that is, roles, order, session specifics). Ensure that speakers are clear about their roles and feel comfortable with one another.
- Ask speakers how they would like you to introduce them; a personal touch is often welcome.
- Arrive at the session room at least 15 minutes before the start of the session.
- Check the room where the session will be held and familiarize yourself with the space and equipment. Introduce yourself to technical staff and room staff.

During the session

- Open the session and introduce the speakers.
- Manage the timing during the session and stop speakers if they run over their time. A presentation timer will be available in the room.
- Facilitate dialogue and promote respectful and productive interaction.
- Manage audience contributions, questions and answers during the moderated discussion. As a session chair, your own speaking time is limited. Please make sure that you give time to presenters and the audience.
• Encourage forward thinking: link points made by speakers or other contributors; bring in different perspectives; manage conflicting viewpoints; note where there is agreement, common ground or disagreement; and sum up key ideas and proposals for action and next steps.
• Please thank speakers and delegates at the end of the session.
• For chairs/co-chairs of poster discussion sessions: invite the audience to view the posters displayed outside the session rooms once the session has ended.

**Question & answer during the session**
During conference sessions, delegates will have the chance to ask questions through the IAS 2019 mobile app. These questions will be monitored and facilitated by the session co-chairs. All co-chairs are therefore required to download the IAS 2019 mobile app on their smart phones to be able to view and choose questions during the session. Trained staff will be available at the speaker centre to assist with downloading and using the app during sessions.

**Protest protocol for speakers**

**Principles and values of conference participation at IAS 2019**
The International AIDS Society (IAS) endorses freedom of expression as an essential principle in the fight against HIV and AIDS and in promoting full participation in our conferences. Peaceful protest has always been and continues to be a key element of participation at the conferences. Protests expected at IAS 2019 could include rallying and demonstrating as part of social or political movements.

The IAS opposes the destruction of property and the use or threat of physical force by any individual or group of individuals during the conferences.

**Procedures involving disruptions within sessions**
You will be notified if conference organizers anticipate a disruption in your session. Protesters are allowed two minutes to protest during a session or satellite symposium. IAS staff and security will be present in the majority of conference sessions and will handle disruptions that persist longer than two minutes. If no IAS staff are present in the room, the in-room audio-visual manager will contact IAS staff for support.

**Please follow these steps in the event of a disruption:**

**Step 1**
In session halls, the audio-visual technicians will display a slide in your line of view with the following text:

*Protesters have 2 minutes.*
*Please step away from the microphone.*
The *session will resume once the protest is finished.*
A new slide will be displayed if the protest does not stop after 2 minutes.
**Step 2**

Step away from the podium and microphone and remain calm.

**Step 3**

Allow for the protest to unfold for two minutes. At the end of two minutes, a slide will be displayed on the main screen asking protesters to re-take their seats.

**Step 4**

As the protesters are exiting or re-taking their seats, step back to the podium or the microphone and continue speaking. The session resumes.

**Step 5**

If the protest does not stop within two minutes, IAS staff and security will intervene and engage with the protesters to address the situation.

**Step 6**

Step back to the podium or the microphone and continue speaking once the protesters have taken their seats. The session resumes.

**Slide templates**

*Protest speaker slide*

![Protest speaker slide](image)

*Protest public slide*

![Protest public slide](image)
Thank you for your advocacy.

Please re-take your seats and allow the session to continue.