



# ICEM 2023

22<sup>nd</sup> International Conference on Emergency Medicine  
Amsterdam, The Netherlands | 13 - 16 JUNE

Internal use

## Chair & Moderator Instructions

Please be present in your session room, close to the stage, at least 15 minutes before the start of the session. All speakers have been requested to be present in the meeting room of their session at least 15 minutes before the session starts, to meet with the moderator(s) and to receive last minute instructions from you.

### **Announcement at start of the session**

Please welcome everyone and announce at the start of the session that photography, filming and video recording of presentations is strictly prohibited. Slides are protected by copyright. If you observe people taking photographs or filming, please repeat this message before the next presentation. Thank you.

### **What can I expect on the day?**

At the beginning of the session, you will take the stage and provide a short introduction of the session and introduce each speaker.

Please include an explanation about the question-and-answer period. The Question-and-answer period will take place in the “Meet your speaker” area of the exhibition hall after the session has ended. Please take note of the balloon colour in the room and direct the audience to find the balloon colour in the “Meet your speaker” area in the exhibition hall.

During the session, you can take a seat in the reserved front row.

After each presentation you can introduce the next speaker and at the end close the session.

### **Timekeeping**

The program has an extremely tight schedule and therefore we ask you as a moderator to ensure that the session adheres precisely to the time schedule. Please remind the speakers of this when you meet with them and make sure they all keep to their allotted time and do not run over. We know it is difficult to stop a speaker when they are in ‘full flow’ but we ask you to be strict to ensure that there is time for discussion and the sessions run on time.

### **Absence of a speaker**

You will be informed by an ICEM member of staff in case a speaker is not present. Please keep a break. Please do not let a speaker start his lecture at any other time than announced in the programme as delegates move around sessions to listen to specific presentations.

### **What if I need help?**

In all session rooms, there will be an AV technician and a dedicated ICEM staff member who will be able to assist you with any questions you may have.



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## How will the Q&A work?

After the lecture there is no allocated time for questions. Please inform all speakers and delegates to go to the designated “Meet your speaker” balloon in the exhibition area.

- Each session has its own “Meet your speaker” by a designated coloured balloon (the same colour you see in your session room).
- Delegates can meet the speakers at the designated “Meet your speaker” and ask their questions there and interact with the speakers.

## What is expected of me as chairperson?

The chairperson is expected to manage the session, and this includes, but is not limited to, the following actions:

- Introduce the session
- Introduce the speakers (a very small biography is allowed, but is not necessary due to time constraints, full name and presentation title are sufficient). We have allocated 2 minutes for this including speaker walking up on stage.
- Explain after each presentation that questions can be asked later, after the session, at the “Meet your speaker”.
- Ensure the session runs as time and does not exceed the allocated time
- Ask speakers if they want a 5-minute warning prior to the end of their allotted time slot, and if so please warn them 5 minutes before the planned ending of their presentation.
- Close the session and thank speakers/audience.

Thank you for serving ICEM 2023 as a moderator.

If you have any queries concerning the procedures, please contact the ICEM Conference Secretariat -  
Tel: T: +31 20 575 42 20 or [icem2023@wearemci.com](mailto:icem2023@wearemci.com).