

Guidelines for session chairs/co-chairs

Role of a session chair

Carrying out your role as a session chair/co-chair is the key to a successful session. Like a master of ceremonies or “anchorperson”, your job is to guide the session to achieve its intended purpose in the time available.

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 any last-minute security information or changes to your session.

The speaker centre is located on the ground floor of the RAI, in Europe Foyer 2, close to the main entrance. The opening hours are as follows:

Sunday, 22 July	14:00 – 18:30
Monday, 23 – Thursday, 26 July	08:00 – 18:30
Friday, 27 July	08:00 – 14:00

- **Please meet with the speakers before your session** to run through the session line-up (i.e., roles, order, session specifics). Do what you can to make sure 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; sum up key ideas and proposals for action and next steps.
- Please thank speakers and delegates at the end of the session.
- For chairs of poster discussion sessions: invite the audience to view the posters displayed outside the session rooms once the session has ended.

The Pharma Codex

In the European Union, there are specific rules for pharmaceutical advertising with which speakers and chairpersons must comply. The regulations around pharmaceutical advertising are governed by EU Directive [2001/83/EC](#) and implemented by the Dutch Foundation for the Code of Pharmaceutical Advertising. These rules were developed to serve as a code of conduct for self-regulation of drug promotion. This code of conduct protects the general public, or non-prescribers, from pharmaceutical marketing.

AIDS 2018 speakers and chairpersons must comply with the regulations governing pharmaceutical advertising. There are three requirements for compliance:

- 1. Presentations that include drug-specific information must be presented in a balanced and factual way.**

As defined by the [Dutch Foundation for the Code of Pharmaceutical Advertising](#), “balanced” means that complete information is given about all the relevant treatment options in an educational manner. Drugs should not be “promoted”, meaning that both positive and negative information must be provided in a neutral manner.

2. Speakers must disclose their ties with commercial interests BEFORE their presentations.

There is a required format for the disclosure slide, which can be found here:
<http://cgr.nl/en-GB/Medische-congressen/Format-of-disclosure>.

3. Chairpersons must be instructed to ensure that moderated discussions are facilitated factually and neutrally.

AIDS 2018 speakers and chairpersons giving or facilitating presentations that include drug-specific information must ensure that the information is presented in a balanced and factual way. Complete information should be given about all the relevant treatment options in an educational manner. Moderated discussions should be undertaken in a neutral tone. Chairpersons are asked to caution participants and redirect the conversation if the discussion veers toward drug promotion, for example, drug names being mentioned repeatedly, or only positive aspects being highlighted.

It is the speaker's responsibility to ensure compliance with the code of conduct. An auditor will be present on site. For a complete overview of the regulations, please visit the CGR website: www.cgr.nl.

Protest protocol for speakers

Principles and values of conference participation at AIDS 2018

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 AIDS 2018 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, a slide will be displayed by the audio-visual technicians 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 is welcome at AIDS 2018
Protesters have **2 minutes**
Please **step away from the microphone**
⌂
2:00
The **session will resume** once the protest is finished.
A new slide will be put up if the protest does not stop after 2 minutes.
#AIDS2018 | @AIDS_conference | www.aids2018.org

Protest public slide

Thank you for your advocacy.

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