ATTD-ASIA
1ST ASIAN CONFERENCE ON
INNOVATIVE THERAPIES FOR DIABETES MANAGEMENT
18-20 NOVEMBER 2024, SINGAPORE

ATTD
Advanced Technologies
& Treatments for Diabetes

General Guidelines for
Session Chairs

- Please refer to your session schedule via the ATTD-ASIA mobile application or online program. You can search by your last name in the interactive program or via the mobile application to see all the sessions you are scheduled to participate in.

- **Please familiarize yourself with the presentations in your session ahead of time.**

- Please arrive at the session hall/location about **15 minutes before the session starts**. A printed outline with presentation titles and speakers' names will be provided to you there.

- Consider possible questions to the speakers in advance and engage speakers in a discussion. Please take the initiative when appropriate and help to stimulate questions from the audience.

- Sessions typically have two chairs. Please discuss the flow of your session with your co-chair before the session starts – opening and closing notes, speaker introduction, etc.

- The speakers will be asked to take a seat in the first row of the hall and will make their way to the lectern on stage when it is their time to present.

- A technician/staff member will also be present in the hall at the AV table/at the E-Poster stations to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.