

### **Guidelines for Session Chairs:**

- Login atleast 5 minutes before session time using the correct name
- Check microphone/ speaker for proper sound and camera for proper image
- Check availability of all speakers
- Introduction of session and speakers
- Sequence speakers and invite them one-by-one to present
- Once a presentation is over, open the forum for QA
- Check chat for possible questions
- Maintain time schedule strictly (maximum 20 minutes including QA)
- Fill-up Session Chair Report and after completion of the session email to [aims24@aims-international.org](mailto:aims24@aims-international.org)