



## GUIDELINE FOR SESSION CHAIRS/CO-CHAIRS Annual Scientific Sessions of the Sri Lanka College of Sexual Health and HIV Medicine (Sri Lanka CoSHH Conference)

Annual Scientific Sessions of the Sri Lanka College of Sexual Health and HIV Medicine includes different types of sessions. The responsibility and role of the session chairs and co-chairs vary based on the type of session. See the relevant section/s as a guide in the following table.

Sessions	Responsibility	Role of chair/co-chair
<b>Pre-congress sessions</b>		
<b>Pre-congress symposium</b> on “An important selected topic in the current context in the country relevant to the field”	<b>Chair:</b> President of the Sri Lanka CoSHH	<p><b>Pre-session:</b></p> <ul style="list-style-type: none"> <li>• Study the area of the topic and read abstract of session presenters (refer, proceedings book)</li> <li>• Meet and get to know each other</li> </ul> <p><b>During the session:</b></p> <ul style="list-style-type: none"> <li>• Welcome and introduce the symposium topic</li> <li>• Introduce each speakers of the symposium using the short CV and the topic</li> <li>• After the presentation, invite speakers to remain seated in the head table for the discussions at the end</li> <li>• Moderate any ongoing or subsequent questions and discussions and keep time</li> <li>• Invite for bio-breaks and returning time</li> <li>• Moderate and direct the end symposium discussion</li> <li>• When appropriate and if time allows, present a summary or “take home message” at the end of the session</li> <li>• Invite each speaker and present a token of appreciation</li> </ul>
<b>Skill building session-1</b> for trainees in MD in Venereology	<b>Responsibility:</b> Council of the college and members of the board of study	<ul style="list-style-type: none"> <li>• Council of the college and members of the board of study is responsible in planning this session</li> </ul>
<b>Skill building session-2</b> for trainees in Diploma in Venereology	<b>Responsibility:</b> Council and members of the board of study	<ul style="list-style-type: none"> <li>• Council of the college and members of the board of study is responsible in planning this session</li> </ul>
<b>Congress sessions</b>		
<b>Symposia</b> (usually 5-6 symposia on topics relevant to the field)	<b>Co-chair:</b> two co-chair persons will be nominated by the council of the Sri Lanka CoSHH	<p><b>Pre-session:</b></p> <ul style="list-style-type: none"> <li>• Study the area of the symposium topic and read abstract of session presenters (refer, proceedings book)</li> <li>• Check-in minimum 20 minutes before the start of the session</li> <li>• Inquire and get the file folder of CV of presenters and read it before the session</li> <li>• Get to know each other by person</li> <li>• Understand the importance of time management in the symposium and it the responsibility of the co-chairs</li> </ul> <p><b>During the session:</b></p> <ul style="list-style-type: none"> <li>• President of the college introduces co-chairs and invites to the head table to take over proceedings</li> <li>• Welcome and introduce the symposium topic by one co-chair (as pre-agreed between two)</li> <li>• Introduce each speakers of the symposium using the short CV and the topic (introduction of speakers are shared by two co-chairs)</li> <li>• After the presentation, invite speakers to remain seated in the head</li> </ul>



		<p>table for the discussions at the end</p> <ul style="list-style-type: none"> <li>• Moderate any ongoing or subsequent questions and discussions and keep time</li> <li>• Invite for bio-breaks and returning time (if placed within the agenda)</li> <li>• Moderate and direct the end symposium discussion</li> <li>• When appropriate and if time allows, present a summary or “take home message” at the end of the session</li> <li>• Invite each speaker and present a token of appreciation</li> <li>• Co-chairs need to remain for their token of appreciations presented by the President.</li> </ul>
<b>Free paper session</b>	<b>Co-chair:</b> two co-chair persons will be nominated by the council of the Sri Lanka CoSHH	<p><b>Pre-session:</b></p> <ul style="list-style-type: none"> <li>• Briefly go through the selected abstracts for the free paper session (refer, proceedings book)</li> <li>• Check-in minimum 20 minutes before the start of the session</li> <li>• Inquire and get the agenda and a proceeding book</li> <li>• Get to know each other by person</li> <li>• Consider that time allocation is strict in this session and be orientated about the timing plan, method and other ground rules. Each oral presentation is given 10 min presentation time and 5 min discussion.</li> </ul> <p><b>During the session:</b></p> <ul style="list-style-type: none"> <li>• President of the college introduces co-chairs and invites to the head table to take over proceedings</li> <li>• Welcome and introduce the ground rules by one co-chair (as pre-agreed between two)</li> <li>• Introduce each presenter as in the order appear in the proceeding book. (introduction of speakers are shared by two co-chairs)</li> <li>• Moderate any ongoing or subsequent questions and discussions and keep time</li> <li>• Invite for bio-breaks and returning time (if placed within the agenda)</li> <li>• When appropriate and if time allows, present a summary or “take home message” at the end of the session</li> <li>• Invite each speaker and present a token of appreciation</li> <li>• Co-chairs need to remain for their token of appreciations presented by the President.</li> </ul>
<b>Poster presentation session</b>	<b>Responsibility:</b> President/Secretary Sri Lanka CoSHH	Allocated members of the organizing committee are responsible for this task.
<b>Overseas faculty roundtable</b>	<b>Chair:</b> Chairperson of the board of study in Venereology or the course coordinator of the MD in Venereology	<p><b>Pre-session:</b></p> <ul style="list-style-type: none"> <li>• Go through the previous agenda and minutes</li> <li>• Prepare the agenda of this year and lead the discussion</li> <li>• Invite the President and the members of the board of study in Venereology</li> </ul> <p><b>During the session:</b></p> <ul style="list-style-type: none"> <li>• Introduce yourself and welcome the members of the overseas faculty</li> <li>• Proceed according to the agenda</li> <li>• Moderate any ongoing or subsequent questions and discussions and keep time</li> <li>• Keep minutes of the meeting for the next overseas faculty meeting</li> <li>• Winding up with vote of thanks</li> </ul>