

MTCON'26

Session Chair Guidelines

Dear Session Chairs,

Thank you for supporting the success of MTCON'26!

To help each session run efficiently and professionally, please review the following key responsibilities:

1. Time Management

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| - Each presentation is strictly limited to 15 minutes: <ul style="list-style-type: none">• 12 minutes for the speaker's presentation• 3 minutes for Q&A |
| - Kindly give a 1-minute warning before time is up. |
| - Stick to the schedule to allow smooth transitions and respect the next session's timing. |

2. Session Flow

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| Begin the session on time with a brief welcome. |
| Introduce each presenter by name and affiliation (as provided in the program). |
| Ensure presenters adhere to the MTCON structure, focusing on clarity and engagement. |

3. Technical Support

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| Arrive 10 minutes early to check room setup. |
| Support presenters with USB uploads and basic tech setup if needed. |
| Ensure presentations are ready and loaded before the session begins. |

4. Q&A Facilitation

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| Manage a short Q&A (max. 3 mins) after each presentation. |
| Encourage brief, relevant questions and keep the tone inclusive and respectful. |
| Politely wrap up if time is exceeded. |

5. Coordination

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| Connect with the Room Host or onsite staff in case of any technical or scheduling issue. |
| Please do not change the order of presentation slots. |
| For missing presenters, adjust the timing accordingly but do not exceed total session duration |

We appreciate your support in maintaining a professional and engaging atmosphere throughout the congress. Thank you once again for your contribution to MTCON'26!

Warm regards,

MTCON'26 Organizing Committee