

In conjunction with Singapore Primary Care Conference 2024

WONCA
APR Conference
2024
21 – 24 August | Singapore



Guidelines for Short Comms (Oral Abstract Presentations)

Session Chairs at WONCA APR 2024

Oral Presentations will consist of a 10-minute presentation followed by 2-minute individual Q&A. All presentations in sessions SC11 and SC13 will consist of an 8-minute presentation followed by 2-minute individual Q&A. In the session room, you will be provided with a list of presenters along with their abstracts for your session. Each session will be co-chaired by 2 Session Chairs.

As a Session Chair, your role is essential in ensuring an effective presentation session, with smooth transitions between speakers, timing adherence, management of Q&A, and active audience engagement. Please adhere to the following guidelines to manage the sessions efficiently:

- 1. Pre-Session Preparation:**
 - Arrange to have all presenters line up at the front of the room prior to the start of the session. This allows you to confirm the presence of each presenter and make any necessary adjustments to the schedule.
- 2. Time Management:**
 - Strictly adhere to the allotted time for each presentation. It is essential to ensure that each presenter has an equal opportunity to share their work and receive feedback.
 - If a presenter is not present when called, move on to the next presenter without delay.
 - As a chairperson, you must actively monitor the time and politely interject if presenters exceed their allotted slot to ensure that everyone has their allocated time to present.
- 3. Handling Absent Presenters:**
 - If time permits after all scheduled presentations have concluded, offer a second chance for absent presenters to come forward and present. This ensures everyone has the opportunity to participate, even if delayed.
 - If a presenter remains absent during this second round, do not wait further. Proceed to close the session early if all content has been covered.
- 4. Managing Q&A Sessions:**
 - During the Q&A, instruct participants to introduce themselves and mention where they are from before asking their questions.
 - Encourage concise and clear questions to maintain the flow of the session and respect the time of others.
- 5. Closing the Session:**
 - Ensure that the session ends on a positive note by briefly summarizing the key points or themes discussed. Thank the presenters and attendees for their participation.
 - If ending the session early, inform the attendees of the change in schedule and guide them to other ongoing activities or sessions that may be of interest.

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6. Engagement and Interaction:

- Encourage active participation from the audience in the form of questions and discussions, maintaining a balanced and respectful interaction.
- Be prepared to intervene if discussions veer off topic or become unproductive.