



2025 MELISSA CONFERENCE
OCTOBER 7-8-9, 2025

CHAIRMAN / CHAIRWOMAN

INSTRUCTIONS

WHAT IS THE ROLE OF THE CHAIRMAN / CHAIRWOMAN?

Your main role is to manage the organization of the presentations under your responsibility during the conference. There are two people designated per session. Feel free to share the tasks between you.

WHAT ARE YOUR TASKS?

- Open the session with a clear welcome and housekeeping notes (i.e., Q&A at the end of each presentation)
- Introduce the presenters and topic to present
- Keep presentations on time
 - Lead speaker: 30 min (including Q&A). Session lead speaker identified in bold in Scientific Program.
 - Speakers: 15 min (including Q&A)
- Moderate audience questions and discussions, including questions from remote participants
 - Prepare in advance 1-2 questions for each speaker in case of low participation from the audience
- Handle technical or logistical issues on the spot.
- At the end of the session, you can conclude the session and return the microphones to the control room.