

GUIDELINES FOR SESSION CO-CHAIRS



www.msmontreal.org
SEPTEMBER 17-20, 2008 PALAIS DES CONGRÈS DE MONTRÉAL, CANADA

Dear Colleagues,

Thank you again for serving as a session co-chair for the World Congress on Treatment and Research in Multiple Sclerosis, the first joint meeting of ACTRIMS, ECTRIMS and LACTRIMS. We are expecting over 5,000 people to register for the congress.

CO-CHAIR RESPONSIBILITIES

Your responsibilities as co-chair include the following:

- Please review the session abstracts in advance of the session and be prepared to ask the speaker one or two questions, in the event that questions from the audience are not immediately forthcoming. You can view the abstracts for your session by creating an itinerary online at
<http://msmontreal.abstractcentral.com/planner.jsp>
- Please plan to sign in at the Speaker Preparation Room, Room 523, well in advance of your session (for morning sessions, sometime the day before; for afternoon sessions, the day before or early in the morning of your session) so that we know that you have arrived in Montreal. If there are any new instructions or housekeeping notes, you will receive them at this time.
- Please plan to be in the session room 15 minutes prior to the start of the session so that you can greet the speakers and familiarize yourself with the pronunciation of their names. The front row will be reserved for speakers.
- Your responsibilities include calling the session to order, introducing the speakers, moderating the discussion, keeping the schedule on time, and adjourning the session.
- The aisle microphones available to congress participants will be numbered, so you may want to identify the next question by microphone number, e.g., "A question from microphone 2..." if you do not know the participant by name.
- Flash photography at these meetings is increasingly a problem. It is distracting to speakers and audience members alike. Please feel free to ask participants to stop taking pictures. Audiotaping, photography and videography are prohibited at congress sessions.
- The official language of the meeting is English.
- Note that the program has been approved for CME credit.

For the complete program, please consult the congress website: www.msmontreal.org.