

1. INSTRUCTIONS FOR FORMAL ORAL PRESENTATIONS AT THE WORLD CONFERENCE ON CDG

All speakers must comply with their appointed presentation time.

1.1. FOR RESEARCHERS AND MEDICAL DOCTORS

Please inform the organizers immediately if, for some reason, you are NOT able to give the presentation at the 3rd World Conference on Congenital Disorders of Glycosylation for Families and Professionals:” United shaping the future for CDG” emailing to rita.francisco.28@gmail.com

The main audience will be composed by Families and Professionals. We kindly request you to prepare presentations in a non specialized, family-friendly language.

The purpose of your presentation can be found in the letter of invitation previously sent to you. All speakers are asked to arrive 10 minutes early to meet the chairpersons and the conference assistant.

1.2. CHAIRS

Thank you for accepting to be a chairperson at one of the sessions at the upcoming 3rd World Conference on Congenital Disorders of Glycosylation for Families and Professionals:” United shaping the future for CDG”, 15th and 16th July 2017, at Leuven, Belgium.

If you are unable to act as chairperson for a session at the session agreed, please contact the Conference Secretariat as soon as possible at rita.francisco.28@gmail.com

Key roles of chairpersons are to:

- Ensure **best use of the limited time for presentations and discussions**
- During discussion share your knowledge with speakers and audience
- Encourage as much audience participation within the limited time available. If discussion does not occur spontaneously, you may want to ask the audience a few questions.
- Refocus discussion when needed

Please can you:

- Arrive 10-15 minutes early to meet your conference assistant and the speakers
- Make a short opening statement about the session (Chairpersons will take turns doing this). Also, give a short presentation about the speaker (for that intent use the biography available)
- Close the meeting when all questions have been addressed during the available time for that purpose