



# ICPHSO Conference Session Guidelines

## Overview

- Do Not Commit a Speaking Role to Suggested Speakers until Approved
- Session Deadlines Must be Met
- Discuss New and Widely Relevant Topics
- Draw on a Wide and Diverse Pool of Subject Matter Experts
- Incorporate Interactive Content & Audience Participation
- Sessions are Restricted to a Maximum of Three Speakers and One Moderator
- Moderators Must be ICPHSO Members
- No Registration Fee Waiver for Speaking
- No Sales Pitches or Attacks
- Use the Mobile App for Q&A and Dedicate Time for Q&A

## Detailed Guidelines

**Do Not Commit a Speaking Role to Your Suggested Speakers until Approved.** The Planning Chairman and ICPHSO Executive Committee must approve all suggested moderators and speakers and modifications may be made as necessary to adhere to the guidelines below.

**Session Deadlines Must be Met.** In order to ensure orderly execution of conference logistics and adequate time for review of suggested speakers and presentation materials, all session deadlines must be met. Failure to meet the session deadlines will result in disqualification of the session and substitution of another session at the discretion of the Planning Chairman and ICPHSO Executive Committee.

**Discuss New and Widely Relevant Topics.** ICPHSO thrives on providing new and widely relevant information to attendees. ICPHSO sessions must strive to provide fresh content and avoid repeating topics from previous ICPHSO agendas unless there have been major new developments. Sessions based on unique issues must advise how those issues apply more broadly and can be useful to a wide range of attendees.

**Draw on a Wide and Diverse Pool of Subject Matter Experts.** In accordance with ICPHSO's mission and policies, sessions must be inclusive of the diversity within ICPHSO's membership and conference attendees. Sessions should strive to include speakers that (a) represent different stakeholder groups; (b) provide geographical and human diversity; and (c) haven't presented at a previous ICPHSO event. Sessions with recommended moderators and speakers that do not meet this requirement may be modified by the Planning Chairman and ICPHSO Executive Committee.

**Incorporate Interactive Content & Audience Participation.** Sessions must incorporate interactive content, encourage audience participation, and facilitate interaction among speakers. The use of PowerPoint presentations alone and lecture format is highly discouraged.

**Sessions are restricted to a maximum of three speakers and one moderator.** If the moderator is expected to have a speaking/presentation role then the session is restricted to a maximum of two speakers and one moderator/speaker.

## **Speakers and Moderators Can Only Participate in One Session.**

**Moderators must be ICPHSO members.** ICPHSO membership is a requirement in order to be a moderator unless an exception is made by the Planning Chairman and ICPHSO's Executive Director.

**No Registration Fee Waiver for Speaking.** Moderators and Speakers who are attending the meeting are expected to pay the appropriate registration fee that applies to them in accordance with ICPHSO policies. Scholarship assistance may be available if a moderator or speaker is unable to pay the appropriate registration fee depending upon available scholarship contributions.

**No Sales Pitches or Attacks.** ICPHSO will review all presentation materials prior to the conference and may ask for modifications if the materials seem too promotional in nature or if the materials attack an individual or group. Speakers who deliver promotional content or attack individuals or groups will significantly lessen their likelihood of participation in subsequent conferences as a speaker. The content of every session should be substantive in nature without being promotional and should be constructive in nature with respect to stakeholders who might hold opposing viewpoints.

**Use of the Mobile App for Q&A and Reservation of Time for Q&A is Required.** The amount of time that must be reserved for Q&A will vary from event to event and will be communicated directly to the session coordinator.

## **Session Preparation**

- 1. Meet with Speakers** in advance by email, phone, and web conferencing to prepare and plan. Ensure all speakers understand the objective of the session. Ensure speakers will not present redundant information or perspectives.
- 2. Short Bio & Photo.** Advise speakers of the specified due dates for the Short Bio and Photo. No CV's permitted. Each speaker must fill out the Speaker form. On behalf of the session, submit your presentations to [info@icphso.org](mailto:info@icphso.org) in advance of specified deadlines. Use Bios to prepare a brief introduction (1-2 sentences) about each speaker.
- 3. Session description.** We will need a brief synopsis of your session to be posted on the online schedule. You can easily prepare this using your original proposal materials as a basis.
- 4. Determine session pacing.** Advise speakers of the session time limits, limit the number of each speaker's presentation slides, time the session in advance, and allow adequate time for Q&A.
- 5. PowerPoint slides and other session production materials.** Advise speakers of the specified ICPHSO due dates for PowerPoint slides and any other session production materials. On behalf of the session, submit all conference materials to [info@icphso.org](mailto:info@icphso.org) in advance of specified deadlines. See the PowerPoint Guidelines.

## **At the Conference**

1. **Arrive** to the speaker ready room to provide any last-minute changes and receive final direction. Test voting apps in advance of the session!
2. **Arrive** outside the session room at least 15 minutes prior to session to greet speakers and attendees. Remind speakers to use microphone and to repeat questions during the Q&A period. Test voting apps or fobs in advance of the session!
3. **Introduce** speakers using 1 or 2 sentences from their Short Bios. The full content of all Short Bios is included online and within conference materials.
4. **Advise** the audience of session format and how Q&A discussion will be managed. Ask audience members to identify their name and affiliation before asking a question.
5. **Seat** yourself next to podium and speakers. Carefully watch time and advise each speaker when there are 3 minutes and 1 minute to conclude. Room monitors will assist you with this as well.
6. **Facilitate Q&A**
7. **Thank** speakers and audience for their time and contributions.
8. **Group Photo** if possible, at the conclusion of the session, have a group photo taken of the speakers and send the photo to: [meetings@icphso.org](mailto:meetings@icphso.org) specifying the session number and day (i.e., Breakout # 3, Wednesday).