Guidelines for Chairpersons – Scientific Sessions

53rd Annual Conference of IADVL Kerala | 21–22 November 2026 | Kannur

We sincerely appreciate your willingness to chair a scientific session at CUTICON Kerala 2026. Your presence and guidance are vital to ensuring an engaging, academically enriching and smoothly conducted session.

We kindly request you to keep the following points in mind:

1. Punctuality

- Kindly report at the designated hall at least 10 minutes before the commencement of your session.
- Please ensure that the session starts and concludes strictly as per the scheduled timings.

2. Time Management

- Kindly adhere to the allotted time for each presentation.
- Give speakers a gentle indication when they are approaching their time limit.
- Ensure that discussions and questions do not extend beyond the scheduled session.
- In case of delays, kindly help the session get back on schedule without compromising the subsequent programme.

3. Introduction of Speakers

- Briefly introduce each speaker, highlighting their designation and institutional affiliation.
- Kindly keep introductions short to allow maximum time for scientific content.

4. Conduct of Discussion

- Encourage relevant academic questions and meaningful interaction.
- Ensure that discussions remain focused on the topic.
- Facilitate balanced participation and maintain a cordial, respectful academic atmosphere.
- Kindly intervene diplomatically if discussions become prolonged or move away from the subject.

5. Coordination

- Please coordinate with the speakers, co-chairpersons and the technical team whenever necessary.
- Bring any technical issues or programme-related concerns to the attention of the session coordinators.

6. Conclusion of the Session

- Kindly summarise the key take-home messages, if time permits.
- Conclude the session promptly and hand over to the next session or organising team.

7. Academic Etiquette

- Maintain neutrality and encourage evidence-based scientific discussions.
- Respect the allotted time of every speaker and ensure equal academic opportunity.
- Avoid extending the session at the expense of other scheduled activities.

We look forward to your valuable contribution in making CUTICON Kerala 2026 a memorable academic experience.

Thank you for your support and cooperation.

Scientific Committee
CUTICON Kerala 2026

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