



## Guidelines for Short Communication Chairs

Below please find guidelines for the Short Communication Session that you are chairing.

Please refer to the Congress Mobile App or the Interactive Program for the list of presentations in your session.

Parallel Short Oral Presentations will be given during lunch breaks in 3 shifts, on Friday, 28 September, Saturday, 29 September and Sunday 30 September. All participants are invited to the Poster Boards in the Poster Area at the Exhibition Hall to hear the short presentations and to ask questions. Please note that there are a number of parallel short oral communication sessions in each time slot, consisting of a number of posters. Each session will be guided by one chairperson. Presenters of Short Oral Communications need to prepare a printed poster. No powerpoint presentation is needed. The presentation will be made on the printed poster.

### Please note:

- Please arrive to the Poster Area 10 minutes before the session starts. Please make sure you check the actual number of posters you have to discuss which might give you more or less time for the single presentations.
- You will be able to clearly locate your session by looking for the zone noted in the title of your session e.g. Short oral D: Medically unexplained symptoms / Digital psychiatry is in Zone D.
- There will be up to 18 posters in your session.
- Each presenter will have 4 minutes to present his/her poster plus 2 minutes for discussion – total 6 minutes maximum. It is essential to keep the session accurately to time.
- Please do not allow speakers to exceed their time and ensure each speaker is able to start on time. Please try to formulate at least one question for each speaker yourself and ask it if there are no others to ensure each speaker (if they leave time) gets at least one question.

We thank you for your cooperation and hope you enjoy the Congress.

Sincerely,

WCP 2018 Congress Secretariat