

WFOT Congress 2026

9-12 FEBRUARY

BANGKOK, THAILAND

Lightning Talk: Chair Guidelines



Chair Briefing Session

Please attend the Chair Briefing Session scheduled at 8am in Amber 3 on the day you are Chairing (sessions scheduled on Tuesday, Wednesday and Thursday).



Meeting the Speakers in your Session

Please be present in your session room 5-10 minutes prior to the start of your session so that you can meet with the speakers and explain how the session will run. This will also help to calm any anxiousness the speakers may have.



Introduction and Speaker Bios

Please ensure you introduce each speaker by name only. For your reference, you can find speaker bios on the app but DO NOT read this out due to time constraints.



Timing

Please ensure that the session runs on time, starting and finishing promptly, according to the session outline. Please use the bell provided at the **3-minute mark** of the presentation to stop the speaker, and commence Q&A (1 minute)



Q&A

Questions may come from the audience in the room, or from the Congress App. A tablet will be provided in each room to access the questions on the App.

Speakers will only be allowed to answer questions IF they have not exceeded their allocated presentation time. If no questions are forthcoming, you can ask the speaker a question yourself.



Housekeeping and Announcements

At the beginning of the session, please welcome all delegates and remind them to put mobile phones on silent and complete the evaluation survey (when session is complete).



PowerPoint and AV

All sessions will have a dedicated AV technician who will be able to provide technical support.



Congress App

Please download the Congress App *prior to the Congress*