

HOST

CO-HOST

ASIA-PACIFIC ACADEMY  
OF OPHTHALMOLOGYNew Delhi, India  
April 3 – 6, 2025The 40<sup>th</sup> Asia-Pacific Academy of  
Ophthalmology CongressIn Conjunction with  
The 83<sup>rd</sup> Annual Conference of  
the All India Ophthalmological Society

## Scientific Program Session Chair Guidelines

### Introduction

The Congress Committee would like to thank you for agreeing to participate in the upcoming 40th APAO Congress at YASHOBHOOMI (India International Convention & Expo Centre/ IICC), New Delhi. This document is to assist you in moderating your session as Chair effectively.

### Registration

All Session Chairs are entitled to complimentary registration. If you have not yet completed your registration for the Congress, please do so via the exclusive channel designated for Invited Faculty as soon as possible. The link has been sent to you by email. Please follow the steps laid out in the Complimentary Registration guidelines, which were sent along with the link. Kindly note that completing your registration is essential for your participation in the upcoming congress. Your badge, required for attending APAO 2025, can only be issued upon successful registration through this exclusive channel.

The registration desk for the APAO 2025 Congress is located on the ground floor of YASHOBHOOMI, with the following opening hours:

	Date	Time
<b>Pre-Congress</b>	April 1-2, 2025	07:00 – 19:00
<b>During Congress</b>	April 3-5, 2025	07:00 – 19:00
	April 6, 2025	07:00 – 12:00

### Scientific Program Schedule

Each session lasts for 90 minutes. For the session Schedule, please check <https://2025.apaophth.org/program-schedule/>. Please note that the Schedule may be subject to change as required. We kindly request that you regularly check for updates.

### Duties of Chairs

Each session will have 1 to 3 Chairs.



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- **Arrival:** Please arrive at the session room at least 10 minutes before the session begins.
- **Session Materials:** A printed copy of the most up-to-date session rundown will be placed on the Chairs' table. This will include the session theme, names of the Chairs, names and biographies of the Speakers, and the presentation topics.
- **Session Start:** Please begin each scientific session on time by briefly introducing the session theme and your fellow Co-Chairs.
- **Announcements:**  
**[Important]** In accordance with EACCME regulations, should any medical devices, software, or equipment be mentioned during the session or lecture, please announce the following statement at the beginning or end of the session:

*"Commercial names of medical devices/software/equipment may appear in this content because they are linked to specific medical procedures, which are the focus of this training material. Other products on the market can be used to perform the aforementioned medical procedures. The educational provider does not endorse any particular product."*

A printed copy of this statement will be placed on the session table for your convenience.

- **Timer:** A timer will be in the session room. A reminder (a bell sound) will alert speakers when there is one minute remaining in their allotted presentation time. If the speakers do not conclude when time is up, the screen will automatically turn black. The screen will only resume with your approval, but please do not grant any extension for more than one minute.
- **Moderating Q&A:** If time allows, please moderate the Q&A section or panel discussion as appropriate.
- **End on Time:** Please ensure the session ends as scheduled. The break between sessions is only 15 minutes, and any overrun will affect the preparation for the next session.