

**Guidelines for chairs and co-chairs of the 2010 International  
Symposium on Standards, Applications and Quality Assurance in  
Medical Radiation Dosimetry (IDOS)**

**IAEA Vienna, 9-12 November, 2010**

The chairs and co-chairs will play a very important role in ensuring the success of the IDOS Symposium. Their main tasks will be to moderate the presentations and discussions, and to ensure that the objectives of the sessions are met. During the meeting, they will be responsible for ensuring that proper discussion takes place and that the time schedule is followed. They will also prepare summary statements to be used in the concluding session.

There are 3 categories of sessions taking place at the IDOS symposium for which chairs and co-chairs will be helping:

- (A) Topical Oral sessions,
- (B) Poster Highlight sessions, and
- (C) Round Table discussions.

For consistency and uniformity, the chairs and co-chairs are provided with the following explanations of their functions and responsibilities in the symposium (table below):

The Scientific Secretary will be on the podium throughout the symposium to offer any assistance if needed. Questions can be emailed to IDOS organizers at: [dosimetry-symposium.contact-point@iaea.org](mailto:dosimetry-symposium.contact-point@iaea.org).

**(A) Topical oral session – Guidelines for chairs/co-chairs****Key tasks during the symposium**

- Introduce speakers
- Moderate any subsequent discussions and time keeping
- When appropriate and if time allows, present a summary or “take home message” at the end of the session (chair, 1-4 min)
- Draft a summary for the Concluding Session (chair and co-chair)

**Further details****Preparations (chair and co-chair)**

The chair and co-chair should try to familiarize themselves with the work being presented in their sessions. This includes review of the corresponding synopses presented in the session.

**Introduction of speakers (chair)**

The chair should introduce each speaker briefly, giving the presented title of the presentation, the name of author and their parent organization. Data sheets for each speaker will be provided for this purpose. Please keep the length of these introductions to a minimum.

**Moderating the discussion and time keeping (chair)**

The symposium programme has an ambitious schedule. There is little scope for catching-up if the programme falls behind schedule. Chairs and co-chair are asked to ensure that the scheduled timing for the sessions is rigorously enforced. The detailed schedule will be provided. It shows the times that have been allotted to each speaker in your session. The presenters are aware of their allotted time. If an oral presentation is exceeding its allotted time the chair/co-Chair should exercise its authority to invite the speaker to bring their presentation quickly to an end. The same applies to discussion periods.

The programme allows time for questions and discussion of the papers. Information on the time available for discussion during the session will be provided. Also the chairs and co-chair will take questions and discussions after all papers have been presented, if time allows.

**Summing up (chair)**

If appropriate and if time allows, the chair/co-chair is asked to provide at the end of the session a brief summary and/or a statement (1-4 min) of the main points that have arisen during the session.

**Drafting a summary for the concluding session (chair and co-chair)**

After the session, the chair and the co-chair should draft a written summary of their session. This should cover the main points/themes brought out in the papers together with those raised in any subsequent questions and discussions.

The written summary should be in bullet form, and no longer than one to two pages. Please provide a copy of the written summary to the scientific secretary as soon as it is available.

The highlights of all the sessions will be presented to the symposium during the concluding session on the last day.

**(B) Poster highlights session – Guidelines for chair/co-chair****Key tasks during the symposium**

- Present the poster highlights
- Moderate any subsequent discussion
- Draft a summary for the concluding session

**Further details****Preparations (chair and co-chair)**

Chairs and co-chairs will review all poster related material (posters, slides showing highlights, synopses) and prepare the highlights for presentation at the symposium

**Moderating the discussion and time keeping (chair)**

The symposium programme has an ambitious schedule. There is little scope for catching-up if the programme falls behind schedule. Chairs and co-chair are asked to ensure that the scheduled timing for the sessions is rigorously upheld.

**Drafting a summary for the concluding session (chair and co-chair)**

After the session, the chair and the co-chair should draft a written summary of their session. This should cover the main points/themes brought out in their session

The written summary should be in bullet form, and no longer than one to two pages. Please provide a copy of the written summary to the scientific secretary as soon as it is available.

The highlights of all the sessions will be presented to the symposium during the concluding session on the last day.

**(C) Round Table discussion – Guidelines for chairs/co-chairs****Key tasks during the symposium**

- Introduce panellists
- Present key issues and moderate the session
- Lead discussions ensuring all important items relevant to the session are considered
- Present a session summary or “take home message” at the end of the session
- Draft a summary for the concluding session

**Further details****Preparations (chair and co-chair)**

The purpose of the round table discussions is to review, discuss and reach conclusions on important issues related to the symposium. The chairs, co-chairs and panel members have been selected in view of their work, expertise and interest in the field. The issues will be identified by the chair and panel members before the symposium through exchange of email. The chair will be “virtually” introduced by the scientific secretary to the panel members in early September.

**Moderating the discussion and time keeping (chair)**

The symposium programme has an ambitious schedule. There is little scope for catching-up if the programme falls behind schedule. Chairs and co-chair are asked to ensure that the scheduled timing for the sessions is rigorously upheld.

**Drafting a summary for the concluding session (chair)**

After the session, the chair should draft a written summary of the round table discussions. This should cover the main points/themes brought out in the discussions.

The written summary should be in bullet form, and no longer than one to two pages. Please provide a copy of the written summary to the scientific secretary as soon as it is available.

The highlights of all the sessions will be presented to the symposium during the concluding session on the last day.