

ISS2026 Poster Session Chair Manual

Thank you for serving as a Poster Session Chair at ISS2026.

The Poster Session Chair is responsible for ensuring the smooth operation of the poster session, encouraging active discussion, and assisting presenters and participants when necessary.

Responsibilities of Poster Session Chairs

Poster Session Chairs are requested to:

- Ensure that the poster session proceeds according to the published schedule.
 - Confirm that presenters are present at their assigned posters.
 - Encourage active and constructive discussions.
 - Maintain a professional and inclusive atmosphere.
 - Report any no-show presentations or other issues to the conference staff.
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Poster Session Schedule

Poster Session I

1 December 2026 (Tuesday)

13:15 - 14:45

Poster Session II

2 December 2026 (Wednesday)

13:15 - 14:45

Poster Session Venues

Poster presentations will be held in the following locations:

- 3rd Floor Foyer (East)
- 3rd Floor Foyer (South)
- Room 204 (2nd Floor)
- 2nd Floor Foyer (South)

Please confirm your assigned area before the session begins.

Before the Poster Session

Please arrive at the poster area at least **15 minutes before** the session begins.

Before the session starts:

- Confirm the location of posters assigned to your area.
 - Check that poster boards and poster numbers are correctly displayed.
 - Confirm that presenters have mounted their posters.
 - Identify any missing presenters or posters.
 - Inform conference staff of any issues.
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Opening the Poster Session

Suggested opening remarks:

Good afternoon.

Welcome to the ISS2026 Poster Session.

Please take this opportunity to engage in discussion with the presenters.

We hope you enjoy the session.

During the Poster Session

Poster Session Chairs are requested to:

- Visit posters within their assigned area.
- Encourage discussion and audience participation.
- Assist presenters when necessary.
- Help maintain a smooth flow of participants.
- Monitor the session schedule.

Please pay particular attention to student presenters and first-time participants, helping to create an active and welcoming discussion environment.

If discussion at a poster becomes excessively crowded or disruptive, please assist in maintaining a safe and comfortable environment for all participants.

No-Show Presentations

If a presenter is not present during the designated poster session period:

1. Confirm that the presenter is absent.
2. Record the presentation as a no-show.
3. Report the no-show to the conference staff.

A poster displayed without a presenter should also be reported to the conference staff.

Photography and Recording

Photography, video recording, and audio recording of posters or presentations are prohibited unless explicitly permitted by the presenter.

Poster Session Chairs may remind participants of this policy when necessary.

Closing the Poster Session

At the scheduled closing time, kindly remind participants and presenters that the session has ended.

Suggested announcement:

The poster session has now concluded.

Thank you to all presenters and participants for your contributions.

Assistance During the Conference

If you require assistance during the conference, please contact:

ISS-Secretariat

or

Conference Staff located in the poster presentation areas

Quick Checklist for Poster Session Chairs

Before the Session

- ✓ Arrive at least 15 minutes early
- ✓ Confirm posters are displayed
- ✓ Confirm presenters are present
- ✓ Check poster numbers and locations

During the Session



- ✓ Encourage discussion
- ✓ Assist participants and presenters
- ✓ Monitor no-show presentations
- ✓ Maintain a safe and comfortable environment

After the Session

- ✓ Report no-show presentations
 - ✓ Inform staff of any issues
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Thank you for your cooperation and contribution to the success of ISS2026. We appreciate your support in making the poster sessions productive, engaging, and enjoyable for all participants.