



ifostanbul

September 09-13, 2026

XXIII. WORLD CONGRESS of
OTORHINOLARYNGOLOGY

Innovation, Artificial Intelligence, Global Diversity

**DETAILED GUIDELINES FOR
MODERATORS
CHAIRS AND CO-CHAIRS**

IFOS 2026 Istanbul – Detailed Guidelines for Moderators, Chairs and Co-Chairs

Dear Moderators, Chairs and Co-Chairs,

We are delighted to welcome you as a valued contributor to the IFOS 2026 World Congress of Otorhinolaryngology – Head and Neck Surgery, taking place in Istanbul from September 9 to 13, 2026.

The success of our scientific sessions depends on your leadership, punctuality, and ability to engage both speakers and the audience. Please carefully review the following guidelines to ensure seamless execution of your assigned sessions.

General Responsibilities for All Roles

- ✓ To encourage all participants about uploading their information to the congress website.
- ✓ Arrive in the session room **15-30 minutes before** the start of the session.
- ✓ Coordinate with fellow Chairs, Co-Chairs, Moderators, and speakers in advance.
- ✓ Ensure all technical equipment (microphones, presentation screens, Q&A tools) is functioning properly — ask the room attendant for assistance if needed.
- ✓ Sessions must **start and finish strictly on time** to avoid program delays.
- ✓ Maintain a professional, welcoming environment, especially for young or international speakers who may be nervous.
- ✓ Encourage audience participation and foster dynamic discussions.

Specific Role Descriptions

Moderators (Round Tables, Panels, International Symposiums)

- Lead the structure and scientific content of the session.
- Coordinate with speakers beforehand to clarify presentation topics and time limits.
- Introduce each speaker with their name, title, affiliation, and a brief area of expertise.
- Oversee the timing of each presentation.
- Moderate audience questions and discussion at the end or between presentations, based on the session structure.
- Collaborate with the Chair for smooth time management.

Chairs (Keynote Lectures, Round Tables, Panels, International symposiums, Oral Presentations)

- Act as the primary supervisor for the session on the day.
- For **Keynote Lectures**, introduce the speaker with name, title, affiliation, and area of expertise.
- For **Round Tables**, introduce the Moderator and support the session as needed.
- For **Oral Presentations**, manage the presentation order and introduce speakers (name and affiliation).
- Monitor time limits strictly, stopping any presentation that exceeds the allotted time.
- Lead audience interaction and ensure questions are asked for each presentation.
- Support the Moderator during discussions and time management if necessary.

Co-Chairs (Oral Presentations)

- Assist the Chair in keeping track of time and session flow.
- Introduce the Chair at the beginning of the session if required.
- Contribute to discussions by asking questions when needed.
- Step in for the Chair if requested to maintain session continuity.

Q&A and Audience Engagement

- **Large Rooms / Hybrid Sessions:**
Greet both in-person and virtual attendees (e.g., “We welcome everyone here and those joining us online”).
Use microphones in aisles or the congress app Q&A system.
Check incoming questions on the tablet provided at the Chair’s desk.
- **Smaller Rooms:**
Audience questions managed via portable microphones by the room attendant or stationary microphones in the room.
- Moderators and Chairs should always have at least one prepared question per speaker to stimulate discussion.

Technical Considerations

- Arrive early to verify technical equipment functionality.
- In case of technical problems (sound, video, presentation issues), contact the room attendant immediately.
- The room attendant will liaise with the appropriate technician (audio, video, lighting, etc.).

Time Management and Program Flow

- Sessions must adhere to the published schedule to avoid delays across the program.
- Breaks between sessions are essential for networking, refreshments, and sponsored events — do not use them as buffer time.
- If a presentation overruns its allotted time, Chairs and Moderators must politely but firmly stop the speaker and proceed to the next scheduled item.

Speaker Introductions

- Collect a brief biography (3-4 lines) from each speaker in advance, including:
 - Full name
 - Academic/Professional title
 - Institution or affiliation
 - Area of scientific expertise
- Use this information for professional introductions at the start of each presentation.

Closing the Session

- Thank speakers and attendees for their participation.
- Promote upcoming scientific sessions, poster discussions, and industry-sponsored workshops listed in the program.
- Ensure the room is prepared for the next session to begin on time.

Code of Conduct

- Foster a respectful, inclusive, and scientifically focused environment.
- If any disruptive behavior occurs, contact room staff or security immediately.
- Support less experienced or nervous speakers to help them deliver their best.

Your role as a Moderator, Chair, or Co-Chair is crucial to delivering an exceptional scientific experience at IFOS 2026.

General Guidelines for Speakers

Dear Speakers,

Thank you for your valuable contribution to the IFOS 2026 World Congress. To ensure smooth and professional delivery of your presentation, please read the following general and technical guidelines carefully.

Session Types and Speaking Times

Round Table (RT)

Duration: 60 minutes

- Presentation structure may be coordinated in advance with the Moderator and Chair.
- Please confirm your lecture title and timing with them if not pre-arranged.

Instructional Course (IC)

Duration: 30 minutes

- May include 1 or 2 speakers
- If you are the sole speaker, keep your talk under 30 minutes.
- Allow time for questions. Coordinate with co-speakers to divide the session time properly.

Keynote Lecture (KL)

Duration: 30 minutes

- Please do not exceed the 30-minute time limit.
- Coordinate with the Chair in advance.

Presentation Submission and Technical Setup

◆ Submit Your Presentation On-Site

- Upload your file at the **Speakers Ready Room** at least **3 hours before** your session.
- For early morning sessions, submit your file the **day before**.

File naming format:

Session Number - First Name Last Name - Presentation Title

◆ Equipment Provided in All Rooms

- 16:9 screen and projector
- Network-connected laptop (on lectern)
- Remote pointer
- Microphones (lectern, head table, audience)

Technical Specifications

- Accepted formats: .pptx, .ppt, .pps (PowerPoint 365 or later)
- Preferred video format: .mp4 (other formats like .avi, .wmv also accepted)
- Image formats: .jpeg, .jpg, .gif
- Max recommended file size: 500 MB (hard limit ~1.5 GB)
- Avoid Flash, macros, password protection or encryption
- Embed all fonts and videos in the presentation folder
- Use only standard characters (a-z, 0-9, no symbols) in filenames
- Default fonts: **Calibri, Arial, Times New Roman, Verdana**

On-Site Presentation Tips

- Arrive early and introduce yourself to the
- Confirm the **pronunciation** of your name and institution.
- Use the **mouse pointer** instead of a laser (Especially in hybrid sessions).
- Follow the Chair's timing cues precisely.
- Speak directly into the microphone; avoid touching it.
- Stay ready near the stage as the previous speaker finishes.

Preparation Tips (Especially for Junior Speakers)


- Focus on major findings; avoid overloading with details.
- Practice your timing and clarity; stay within limits.
- Use 1–2 slides per minute, max. 7 lines per slide.
- Use light text on dark backgrounds; avoid red fonts.
- Ensure radiographic images are enlarged and annotated.
- Avoid excessive animations and transition effects.
- Avoid inappropriate content (Jokes, biases, or political messages).

If you need further assistance, the Speaker Ready Room will be happy to help.

We thank you once again for your contribution to IFOS 2026.

We look forward to your presentation and to welcoming you to Istanbul!

IFOS 2026 Scientific Committee

 www.ifosistanbul2026.org