



Scientific Program Session Chair Guidelines

Introduction

The Congress Committee would like to thank you for agreeing to participate in the upcoming 41st APAO Congress at the Hong Kong Convention & Exhibition Centre (HKCEC). 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, kindly log in to your Congress System account at <https://congress.2026.apaophth.org/> and follow the registration guidelines provided [here](#). Kindly note that completing your registration is essential for your participation in the upcoming congress. Your badge, required for attending APAO 2026, can only be issued upon successful registration.

The registration desk for the APAO 2026 Congress is located on Level 5 of HKCEC, within the lobby area situated between Exhibition Halls 5E and 5FG. Its opening hours are as follows:

<u>Date</u>	<u>Time</u>
February 4, 2026	14:00 – 18:00
February 5 - 7, 2026	07:30 – 18:00
February 8, 2026	08:00 – 12:00

Faculty Profile

To facilitate proper introductions by your co-chair(s) and to help the audience get to know you, please provide your institution name (affiliation), a profile photo (preferably with height and width in a 1:1 ratio), and a brief bio under the **‘Registration’ > ‘Personal Particulars’** tab in your Congress account. Your uploaded photo and biography will be shown onsite during the APAO 2026 Congress and on the Congress Mobile App. It will also be reflected on the Invited Faculty webpage [here](#)

Scientific Program Schedule

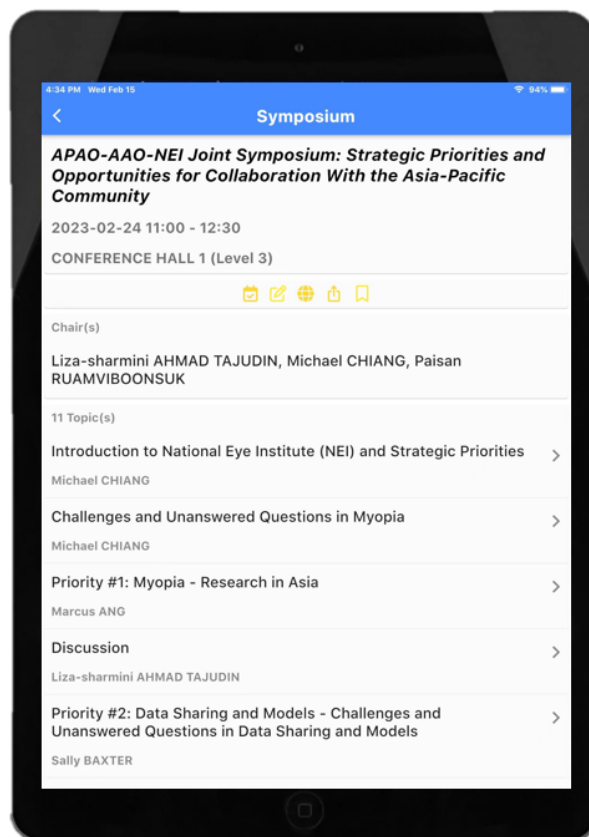
Each session has 1 to 3 chairs to moderate the session.

- Please arrive at the appointed session room where you will serve as Chair, at least



15 minutes before the session begins.

- A tablet will be provided on the Chairs' table for you to use the Congress App, which shows session details including theme, names of Chairs, names and biographies of Speakers, and presentation topics.



A sample session shown on the tablet

Please do check if there are any changes to the session you are chairing. Last-minute changes may occur, which are not reflected in the final Program Book or any printed material.

- Please start each scientific session on time and begin each session by briefly introducing the session theme and your fellow Co-Chairs.
- Announcements to be made:
IMPORTANT NOTE: In accordance with EACCME regulations, if you believe that any medical devices, software, or equipment are mentioned or referred to during the session or lecture, please ensure that the following statement is announced at the beginning or at the 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.

- To ensure sessions run smoothly and remain on schedule, we kindly request Session Chairs to assist with timekeeping as follows:
 - A timer will be embedded in each presentation and visible to the speaker.
 - Please alert the speaker when there is 1 minute remaining in their allocated presentation time.
 - If a speaker exceeds the allotted time, kindly request them to conclude within the next 30 seconds.
- 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.