

FIGO Cape Town 2025: Chair & Co-Chair Guidelines

4–9 October 2025 | Cape Town International Convention Centre (CTICC)

1. Welcome and Role of Chair/Co-Chair

Thank you for agreeing to serve as a Chair or Co-Chair at FIGO Cape Town 2025. Your role is essential in ensuring the smooth delivery of scientific sessions and supporting our speakers to present their work effectively.

As Chair/Co-Chair of your session, we recommend organising a short preparation meeting with your speakers in advance. This will help align the session format, timings, and key messages.

Many Chairs also prepare short opening and closing slides for their session. If you plan to do this, you may wish to share presentation preparation instructions with your speakers, including the link to our PPT template:

[HERE](#)

Your responsibilities also includes:

- Opening the session and introducing each speaker
- Keeping speakers to time
- Moderating Q&A – this can include pre-drafted questions from the speakers and live questions from the audience who can either submit them anonymously through the Congress mobile app or queue to ask their question at one of the standing microphones in the session room
- Communicating with the Room Manager

2. Arrival and Onsite Check-In

Collect your registration materials at the Registration Desk, CTICC 1

Registration Desk Opening Hours:

Saturday 4 October 2025	07:00 – 18:00
Sunday 5 October 2025	07:00 – 18:00
Monday 6 October 2025	07:30 – 18:00
Tuesday 7 October 2025	07:30 – 18:00
Wednesday 8 October 2025	07:30 – 18:00
Thursday 9 October 2025	07:30 – 13:30

Speaker's preview room:

Location: Hall4B

All presenters must check in and sign in here to confirm onsite participation.

- Upload or update your presentation at least 2 hours before your session.
- If your session is in the morning, submit your file the day before.
- The use of personal laptops, USBs or other external hard drives in session rooms is not allowed. All presentations must be uploaded at least 2 hours prior to your session in the speakers' preview room.
- Complete your speaker consent form (mandatory).

Speakers' Preview Room Opening Hours:

Saturday 4 October 2025	07:00 – 18:00
Sunday 5 October 2025	07:00 – 18:00
Monday 6 October 2025	07:30 – 18:00
Tuesday 7 October 2025	07:30 – 18:00
Wednesday 8 October 2025	07:30 – 18:00
Thursday 9 October 2025	07:30 – 13:30

*Technicians will be available to assist in both the Speakers' Preview Room and session rooms.

3. Congress Mobile App

All speakers will be sent instructions to download the Congress mobile app prior to the live event where they can create a profile, adding their headshot and short biography. Please download the app to find the biographies of the speakers in your session. You can also create your own profile, adding your own headshot and short biography to help delegates know more about the session chairs.

You will also find the full programme including room allocations and a venue map in the Congress mobile app.

4. Managing the session

Arrival at your Session

- Arrive at your session room at least **10-15 minutes early**.
- Report to the Room Manager.
- Confirm that all presentations have been received and that you know the order of presentations.
- Greet all speakers and confirm name pronunciations and affiliations as necessary.

Opening the Session

- Welcome attendees and introduce yourself and your Co-Chair.
- Briefly introduce each speaker before their presentation using provided bios (if available).
- Remind attendees to silence mobile devices.

Timing

- Each presentation has a strict time limit (check your session outline for specifics).
- Ensure each speaker:
 - Receives a 1-minute warning near the end of their slot.
 - Stops when time is up.
 - Stay on schedule to allow sufficient time for Q&A.

Q&A Facilitation

- Allow time at the end of each talk or after a group of talks (as per session format).
- Encourage concise and respectful questions from the audience.
- Repeat questions into the microphone if necessary for clarity.
- If time runs out, kindly move on without allowing further questions.

Closing the session

- Thank all speakers and the audience.
- Provide any immediate feedback to the Room Manager.
- Inform FIGO staff of any significant issues (e.g. no-shows, AV failures).

5. AV and Equipment provided

Each room is equipped with:

- Laptop (Windows, Microsoft Office Suite)
- Projector (single screen)
- Microphones (lectern and roving)

Not supported:

- Mac computers/Keynote presentations
- Presenter View

All presentations must be uploaded in advance and tested in the Speakers' Preview Room. If any technical issues arise during the session, inform the Room Manager immediately.

6. Conflict of Interest (COI) - Mandatory

All speakers are required to include a **Conflict-of-Interest disclosure slide** (Slide 2). Presentations without it may be delayed or removed.

If a speaker's slide is missing or incomplete, please notify the **Room Manager** discreetly and allow the session to proceed while FIGO staff follow up separately.

7. Presentation Quality and Structure

Speakers have been advised to:

- Use clear, jargon-free slides with limited text
- Follow a logical structure: introduction, methods, results, conclusions
- Include take-home messages
- Speak slowly and clearly (some session rooms will offer translation for the audience on the screen via AI captioning)
- Chairs should monitor delivery quality and step in only when necessary

8. Electioneering

Electioneering during the scientific programme is prohibited. Speakers may be asked to leave the stage if they are seen to be campaigning for votes. Any promotional or campaign related materials left in session rooms will be removed.

10. Security and Contingency Planning

FIGO is committed to participant safety. We have contingency protocols in place, particularly for sensitive or politically charged sessions.

Measures include:

- Monitoring local conditions via trusted partners
- Coordination with security providers

- Clear instructions for staff and delegates in case of disruption
- Alternative transport routes
- Session rescheduling or relocation with rapid communication
- Always follow instructions from FIGO organisers, room managers, or security personnel
- Do not attempt to manage conflict situations independently.

If you need assistance, please [contact us](#) or visit the speakers' preview room onsite.

Thank you for helping ensure smooth and engaging session at FIGO Cape Town 2025!