

Information for session chairs

Thank you sincerely for accepting to co-chair a session. We have established a “dynamic duo” for each session. We ask you to get in contact with your co-chair and to agree on how you’ll share the various tasks: chair, moderator, facilitator, time keeper, secretary. We will also have a number of students and young scientists available to ensure that everything runs smoothly in the room... such as passing the microphones for questions and collecting **your session summary hot off the press**.

The role is relatively simple and requires little work outside of the conference itself. However, your role is fundamental to (i) ensure everything runs well, and with a great ambiance (below we provide some rules and recommendations for **facilitating your session**), (ii) contributing to the summary of Novatech, including the diffusion of key messages flowing from it. For this, we ask that you prepare, with your co-chair, a short summary of the principal lessons and perspectives of your session (using a simple Powerpoint model, attached).

Preparing for your session and the synthesis

To prepare for your session, we ask you to read and/or download the following documents:

- [the Novatech programme](#)
- [the complete papers, sorted by session](#)
- [the PowerPoint template](#) for the synthesis of your session

Briefing with Tim Fletcher and Frédéric Cherqui

Tim and Fred will hold a briefing with all chairs available on **Tuesday 2 July at 10.45**, right after the opening plenary session (in the same conference room). The purpose of this meeting is to remind you of the recommendations to give to the speakers, give you any last-minute updates, and answer any questions you have. If you are unable to attend this meeting, Tim and Fred will give a quick recap on the following days at 8:15 at the reception desk.

Start/end times and length of presentations

Presentations must start at the exact same time in all the sessions (a quick opening, followed by the first talk 15+5, second talk 15+5, etc..) in order *to allow attendees to go from one parallel session to another between each presentation*. Speakers know their talk must not exceed 15 minutes in order to allow for 5 minutes for discussions. Chairs must therefore be very strict regarding time management. Time information boards are at the chairs’ disposal in each room.

At the end of each session, 5 to 10 minutes are usually available to discuss the main topic of the session or to go back over a previous presentation (if the presentation allocated time was not long enough for delegates to get all the information). As chairs, please make sure to **organise and manage discussions** in order to enhance the content of your session.

Instructions to give to speakers and discussion organisation

Novatech is an international conference gathering people from around 30 countries. For many of them, their native language is neither French nor English. Therefore can you please ask lecturers to **speak slowly and clearly** enough to facilitate the translators' job and the general understanding. Do not hesitate to interrupt the presentations if needed. Can you also please **facilitate discussions** by rephrasing questions or comments when you think they are not clear enough?

Chairs are asked to be in the room **10 minutes** before the beginning of the session, to welcome presenters and remind them of instructions for their presentations.

In case of a last minute cancellation

In case of a last minute oral presentation cancellation, **do not change the programme**. Use the time originally allocated to the cancelled presentation to open up a discussion, until the scheduled starting time of the next presentation.

Key points of your session

We ask that the two co-chairs take a moment together, **at the end of their session**, to produce a **short synthesis** of the session.

To achieve this, we are asking that you produce 3 PowerPoint slides:

- **Slide 1: Number or title of the session**, your name and surname
- **Slide 2: Key points of the session**. On this slide you will indicate the conclusions, advances and important results of the session you chaired. Please do not write more than 6 points: be selective and concise, avoid long sentences.
- **Slide 3: Perspectives & future**. Indicate on this slide the future research required, perspectives for the future, questions remaining unanswered, problems to be solved.

To guide you, we have provided [a PPT template](#) including an example. The guidelines to follow are provided in this template.

The deadline to send your 3 slides is 14:00 on Thursday 2nd July (before you depart!); please bring them to the welcome desk or send them by email to: novatech@graie.org. All the session summaries will be compiled and made available, at the end of the conference, on the Novatech website, providing an overview of Novatech 2026.

We thank you in advance for your contribution in animating Novatech 2026, and in producing the summary of it for diffusion to the global audience.

Kind regards,

Elodie BRELOT (General Secretary of Novatech)

Tim FLETCHER and Frédéric CHERQUI (Co-Presidents of Scientific Community)