

## SPECIAL SESSION GUIDELINES

Please look in the program for when and where your Session is scheduled

We thank you for organizing a Special Session at the 21st Cochrane Colloquium! We kindly ask you to follow the instructions below to ensure your session goes smoothly.

### **Registration Information:**

- All session facilitators and speakers/panelists must be registered for the Colloquium by **6 September** ([colloquium.cochrane.org](http://colloquium.cochrane.org)). Day registrations are available.

### **Information and Instructions:**

- Special Sessions are **90 minutes in length** and vary in their format, based on how you structured it.
- It is your responsibility as Session organizer to ensure the session runs smoothly; there will be no other moderator in the room.
- If you are using them, please bring a copy of your slides (only PPT format) on a USB memory stick to the Colloquium. *You are responsible for bringing a final electronic copy of your presentation with you.*
- It is mandatory to disclose all funding sources or conflict(s) of interest to the audience prior to your presentation.
- Ensure your disclosure is stated on the **second slide of your presentation, or at the beginning of your talk.**  
*Use either of the following statements:*
  - “ I have no actual or potential conflict of interest in relation to this presentation”
  - “ I have had a financial interest, arrangement, or affiliation with the following organization(s) that could be perceived as a direct/indirect conflict of interest in the context/content of the subject of this presentation”
- Bring all necessary materials and handouts for your workshop. *We cannot print handouts or additional materials.*

**Note:** You can track the number of individuals registered for your session by viewing it in the Event Manager System, at the sign-up page (click on your session to view) to ensure that you have sufficient materials and handouts available.

### **Instructions for Presentation Day:**

- There is a speaker ready room, if you have a PPT you would like to upload at any time before your session.
- **Please arrive AT LEAST 15 Minutes before your session begins, to upload your presentation and go over the session with your panelists (please let them know about this – they are not receiving these guidelines from us, only you as organizer)**
- There will be no moderator, so please go ahead and load your presentation onto the laptop if you did not already do so in the speaker ready room.
- Please be sure to end on time.
- If you would like to conduct an evaluation of your session, please plan for this and bring materials as appropriate. *We are not evaluating individual sessions as part of the formal Colloquium evaluations.*