



8th International Conference on Revolutionizing Healthcare with IT

<http://www.transformhealth-it.org>

GUIDELINES TO CHAIRPERSONS

Dear Colleague,

Thank you for consenting to be a chairperson at the **8th International Conference on Revolutionizing HealthCare with IT to be held on 1-2 December 2017 at The Leela, Mumbai, India**. Details of the session are in the enclosed scientific program. Though the program promises to provide an intellectual repast, we have major time constraints. We do not want one speaker to be penalised because the other speaker has exceeded the time allotted. The Chairperson should ensure that each speaker finishes on time – preferably at least one minute before the time allotted for the presentation. In keeping with present trends, speakers should be encouraged not to use PPT, but walk across the stage and talk ex tempore as in TED presentations, and make the presentation more homely, lively and practical. For the speakers using PPT, amber light will come on two minutes prior to the end and a red light one minute before the end. The next presentation will automatically appear on the screen 30 seconds after the time is over. Chairpersons must strictly enforce the time allotted to each speaker.

Speakers have been requested to hand over all presentations to the preview room at least two hours before the session starts. Speakers have been informed of the scientific committee's inability to accommodate any requests for change of sessions. For changes within a session for genuine reasons, the chairpersons may take a decision.

The audience interaction time is after presentation of all papers. This is to ensure that there is enough time for Question & Answers and also to ensure that no speaker exceeds the time allotted. It is the chairperson's prerogative to close a specific presentation, if the time is exceeded. We are all aware that the success of a conference depends to a very large extent on time management, which in turn depends on the chairperson. Each session will have a dedicated assistant, to help the chairperson.

Please feel free to contact us for any clarifications.

With Warm Regards and Best Wishes,

K. Ganapathy
Chairman, Scientific Committee

Organizing Committee — THIT & ISfTeH Conference — 1-2 December 2017 — Mumbai

Ms. Sangita Reddy	-----	Chairperson, Organizing Committee	-----	Joint Managing Director, Apollo Hospitals Group, India
Prof. K. Ganapathy	-----	Chairman, Scientific Committee	-----	President, Apollo Telemedicine Networking Foundation, India
Mr. Arvind Sivaramakrishnan	-----	Member, Scientific Committee	-----	Chief Information Officer, Apollo Hospitals Group, India
Mr. Shravan yadav	-----	Conference Coordinator	-----	8 th RHIT & 21 st ISfTeH International Conference