

## GUIDELINES FOR CHAIRPERSONS

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Thank you for agreeing to chair a session. These guidelines are intended to help you carry out your role as chairperson and assist with facilitating your session.

### *Prior to the Session*

1. Please familiarise yourself with the abstracts of the presenter prior to the commencement of your session.
2. Prepare a brief introduction for each of the speakers in your session.
3. Please make sure you are available 15 minutes before the start of your session to meet and welcome the speakers in the session venue. If the speakers are not in the venue 10 minutes prior to the start time, please contact the staff at the Registration Desk and they will follow up.
4. Speakers have been told the time available to them. When you meet with them, please reiterate that they must confine their presentation to the allotted time.

Please note the following rules for timing apply:

Sessions with 3 papers: 30 minutes each (20 presentation and 10 discussion)  
Sessions with 4 papers: 23 minutes each (17 minutes presentation and 6 discussion)  
Sessions with 2 papers: 30 minutes each (20 presentation and 10 discussion)\*.

\*This will leave delegates the opportunity to listen to a third paper in another session

5. Advise the audience that questions will be taken at the end of each presentation.
6. You should be ready with some questions in the event that there are none from the audience.
7. Vidcom has been engaged to handle all audio visual, sound and lighting requirements. A technician will be in the session venue for the duration of the session and will be responsible for sound levels, lighting levels and the operation of all the audio-visual equipment.
8. It is critical that the sessions run to time. Check the timing for your session in the handbook and, if you have more than one speaker, reconfirm timings with all of them.
9. Speakers should be seated on the reserved seating in the front row.
10. If a presenter fails to show up for the session please do not rearrange the programme. If by the time of their presentation they have still not turned up do and move forward in the programme. It is imperative that you keep to the publicised programme times. Should this situation arise please allow the delegates to have a break.
11. Invite delegates to visit the poster area, between sessions.

### *During the Session*

1. Start on time.
2. At the beginning of the session please introduce yourself and the session. You should decide whether to introduce all the speakers at the outset or do so prior to each speaker's presentation. Please keep the introduction of each speaker brief.
3. It is very important that sessions begin and end on time to be fair to all speakers and to keep the conference running on time. Even if the audience is small, please start the session on time.
4. Please be sensitive with regard to handling questions. An audience may want to continue discussing one particular aspect of a presentation. Alternatively they may tire of one person pressing a particular point. *Please maintain balance and control. You may need to lead the questions. If there are no questions move to the next speaker.*
5. Please thank the speaker at the end of the presentation and question time.
6. When closing the session and before giving a final thanks to all the speakers, please remind the audience when the next session commences. Refer to your conference handbook for the time. If a break immediately follows the end of your session, announce that the break (morning tea, afternoon tea or lunch) will be served in the Renouf Foyer.
7. Invite delegates to visit the poster area, between sessions
8. Details of any special announcements will be given to you prior to the session these may include announcements of sponsors of the sessions which you should be aware of from the programme.
9. If you are chairing a Keynote session, you will have already received an email outlining your role from Bob Buckle. If it is sponsored the sponsor should be acknowledged at the start of the session