



GUIDELINES FOR SESSION CHAIRS

SESSION CHAIRS

Thank you for generously agreeing to be a session chair at the eResearch Australasia 2016 Conference.

Please check the online program to re-confirm the day, time and room of the session/s you have been allocated. Whilst we don't anticipate any changes please check the program again prior to your session.

Below are some tips to assist you with the chairing process. Most importantly, please ensure you start and finish all presentations on time and keep to the order in the program.

Please note: a **“Session”** is the full time slot between one break and the next (ie all inclusive, consecutive presentations that run from the end of morning tea until lunch).

Before the Session

- Review the abstracts for your session which are available on the conference website. Use this information to introduce the speakers. Ask the speaker how much of his bio he/she wishes for you to use. Sometimes a paragraph is sufficient.
- The abstracts are also available in the conference app. Downloading instructions will be sent to all delegates prior to the conference, with instructions also included in conference holding slides.
- **Please go to your room 15 minutes prior to the commencement of your session** to meet the presenters and familiarise yourself with the room.
- Introduce yourself to the presenters and the AV technician allocated to your room.
- There will be a space reserved for the session chair in the front row of each room with time cards (5 minutes, 2 minutes, 1 minute), and a bell for signaling the end of each presentation. Please use the lectern microphone to introduce the presenters and at the end of the presentation for questions. Thank each speaker at the end of their presentation.
- Each presentation runs for 20 minutes **including Q&A**.
- The programme allows for a 5 minute break between presentations for delegates to move between rooms. Please do **not** use this time to start the next presenter earlier.

- Advise the presenters that you will be signaling the time and ringing the bell when they have to stop.
- Presenters should have loaded their slides in the Speaker's Preparation Room prior to the session. If a presenter arrives with a USB to load slides, please direct them to the AV technician. The technician in your room will also assist the presenters and trouble shoot technical issues if they arise.
- You will be advised of any housekeeping items or program updates by the registration staff or committee. Please announce these at the beginning of the session. The housekeeping notes will be left for you with the cards.
- In larger rooms there will be a Q&A microphone on a stand in the aisle. Ask a member of the audience to be a microphone 'runner', if required, or direct delegates asking questions to go to the microphone.

During the Session

- Begin the session on time and ask that all electronic devices are turned to silent.
- Please use your phone to keep to time. If you don't have one, talk to the registration desk before the session starts and a clock will be provided to you.
(Your phone is more accurate than having individual clocks)
- Introduce each presentation with the title, the presenter, the presenter's affiliations and biography overview. Presenters will be asked to sit in the front row of the theatre so they can move to the lectern quickly at the end of the previous presentation.
- If a presentation is withdrawn or a presenter does not arrive do not bring the next presentation forward, use the time for questions. Delegates will be planning to come to your session based on the published session times. You will be given further instructions by the Conference Organisers, if an alternative presentation can be arranged in time.
- Ensure each session starts and finishes on time. The length of each presentation is listed in the program.
- At the end of each presentation be prepared to ask a question yourself, if time allows and no questions are forthcoming from the audience.
- Do not ask any questions if the presenter has used all their allocated time.
- Use any remaining time for questions and discussion.