INSTRUCTIONS FOR CHAIRS AND CO-CHAIRS

BEFORE THE SESSION

Preparation

- **Review Session Details:** Familiarise yourself with the session schedule, the location and layout of the room, and the format of each presentation (i.e., long, short), each of the abstracts, and speaker bios. Ensure you know the session's objectives and any special instructions.

- **Technical Check:** Ensure you understand the technical setup of the conference room, including microphone use, presentation clickers, and any audio-visual equipment. Verify with the Conference Organisers/venue IT that the speakers' presentations have been received and are compatible with the equipment.

Coordination

- **Communication:** *Speakers:* If possible, contact the speakers ahead of time to confirm their participation and address any questions or concerns they might have. For example, you could email them before the conference and/or contact them via the Conference app (which will also contain their speaker bios). *Chair/Co-Chair:* If possible, contact the Chair or Co-chair ahead of time to discuss the session flow (i.e., how will the tasks be divided, how will you ensure speakers stay on time), and any other logistical details (e.g., pronunciation of the presenter's name).

- **Pre-Session:** Arrive in the room at least five minutes before the session starts. Introduce the speakers to each other. Consider whether presentations are connected and how they relate to the Conference and session theme. There will also be reserved seats at the front of the room for any speakers or session chairs to easily access the stage.

- **Materials:** Prepare a copy of the session agenda and any introductory or closing remarks you plan to make.

DURING THE SESSION

Starting the Session

- ***Introduction:*** *Begin the session on time. Introduce yourself and the co-chair. Provide a brief overview of the session theme and objectives.*

- **Housekeeping Announcements:** Inform the audience about session duration, how Q&A will be handled, and other relevant logistical details (e.g., emergency exits, bathrooms).

Speaker Introductions

- **Concise Introductions, no speaker bios:** In the interest of keeping to time and maximising engagement with the audience, speaker bios are not being read as part of the introduction. Introduce each presenter briefly but effectively, provide their professional title/role and organisation they are representing and highlight their background and relevance to the topic.

- **Timing, speakers:** Be firm to ensure each speaker starts and ends on time. Sessions are not extended, and overruns will rob later speakers of their time.

Managing the Session

- **Monitor the Clock:** Track time and use countdown signs in the room to ensure the session stays on schedule. Politely remind speakers if they are running close to their allotted time and be prepared to wrap them up.

- **Facilitate Q&A:** If time remains, open the floor for questions after each presentation or at the end of the session. Encourage audience participation and manage the Q&A to remain focused and respectful. Q&A can be conducted via the conference app (during plenary sessions) or the microphones on stands in the room (during concurrent sessions)
  Further information is included about conference app Q&A on the final page of this document.

- **Technical Issues:** Be prepared to address any technical issues, coordinating with the technical support team as needed.

Engagement

- **Audience Interaction:** If there is a lull in Q&A, engage the audience by asking relevant questions – have some questions prepared. Summarise key points or draw connections between presentations to enhance the session's coherence.

- **Inclusivity:** Time permitting, ensure all participants can ask questions or contribute to the discussion.

- **Timing, audience questions:** Be aware of 'display questions' (i.e., a person who wants to show the audience their expertise but does not have a real question). Allow the speaker to respond if they wish to and if there is time. Otherwise, acknowledge the audience member, "*Thank you. We'll take that as a comment"* and move on.

AFTER THE SESSION

Closing Remarks

- **Summary:** Summarise the key points discussed during the session and highlight any significant takeaways.

- **Acknowledgements:** Thank the speakers for their contributions and the audience for participating.

- **Administration:** Provide the audience with relevant information about the next session, morning/afternoon tea, Conference announcements etc.

APP Q&A

Questions from the audience for **concurrent sessions** can be asked via the microphones in the room on stands.

Questions from the audience for **plenary sessions** can be added via the conference app. It is important that all chairpersons download the App to effectively manage their assigned session. It is the chairperson's responsibility to ensure that they are checking the App for any questions asked.

Chairpersons will need to access the App from their own device to assist with their role during the session. The APP will show the following information:

Session information including the title of the session, speaker names, presentation title, length and summary.

To view if any questions have been added to the app simply click on the program > the session you are chairing > then the interactive session button at the top of the page and questions will be added in here.

If delegates wish to add a question, they just need to click on the interactive session button and add their question at the bottom of the page.