Chairperson Guidelines

Concurrent Sessions: Total Time (20 minutes) Recommended:

Presentation: 15 Minutes	**Questions: 5 Minutes**	**Change Over: 5 Minutes**

Keynote Sessions: Total Time (60 minutes) Recommended:

Presentation: 45 Minutes	**Questions: 15 Minutes**	

Thank you for agreeing to act as chairperson for the conference. You have an essential part to play and to assist you in your role, these guidelines have been prepared. Please review them before you
chair a session. If you have any queries, please see the team at the registration desk.

Key aspects of the chairperson role are to:

- ensure accurate timekeeping by starting and finishing the session and presentations on time.
- introduce speakers (a list of all bios will be provided in all rooms in alphabetical order)
- facilitate question and discussion time;
- obtain technology assistance as needed; and
- ensure speakers can be heard (note breakout rooms do not have microphones, however the main conference does).

At the beginning of the day:

- Ascertain the session and location of the room where you are chairing. This information is available on the conference website: https://aabhl2025.w.events4you.currinda.com/

Prior to your session:

- Identify the speakers and emphasise the importance of keeping to the allocated time
- Ensure that the AV equipment is working, the speakers' presentations are loaded or accessible, and the speaker is familiar with using the technology.
- A University of Otago technology support person will be available to assist – please refer to the information in the room which includes a phone number.
- Advise presenters that in fairness to other speakers and the programme you will not allow speakers to go over their time limit and if they do there will be no Q&A.
- Explain the time keeping system – both a '2 minute' and a '1 minute' card (provided) will be held up to indicate time remaining until the end of the 20 minutes and a bell will be used to signal the Conclusion and the speaker can then go into Q&A.
- If the need arises ask delegates to move forward or move across to allow all participants to have a seat.
- Use your discretion if the session is getting too full and close it if necessary. Note that there will not be a room monitor for concurrent sessions.

During your session:

- Ask conference delegates to check that their mobile phones are on silent.
- Welcome delegates to the session, and introduce yourself briefly. Introduce the speaker. Time the presentation and use time cards and bell if necessary. Open the floor for questions.
- Ensure each presentation in the session commences and finishes on time – start the next session according to the programme – people will be moving from other sessions.
- Keep presenter(s) STRICTLY to time.
- At the end of each presentation thank the speaker(s).
- Close the session by thanking the speakers.
- ***If a speaker fails to show up please replace the presentation with a discussion (perhaps related to the session theme) <u>do not</u> skip to the next presentation early as all presentations must start as timetabled.***

Thank you again for your help!