



General Guidelines for Session Chairs

DUTIES OF SESSION CHAIRS

Your key tasks are:

- Ensuring the smooth running of the session
- Introducing speakers and facilitating time management of their presentations
- Making the best use of the limited time for discussion and taking questions from the audience

PRESENTATION TYPES AND LENGTH

The program is made up of varying presentation platforms;

- **Keynote Sessions** are 60 minutes duration. Please note the presentation times include Q & A.
- **Workshop Sessions** are 50 minutes duration. Workshops are interactive and enable participants to engage in dialogue and/or hands-on activities.
- **Oral Presentations:** Oral Presentations are 20 minutes in length or 40 minutes in length. Please note the presentation times include Q & A.
- **Lightening Talks** are 10 minutes. Time each speaker and alert the speaker when they have 5 minutes and/or 1 minute remaining. Please note the presentation times includes Q & A.
- **Symposium Sessions** to be managed independently.

Please turn over for further information

PRESENTATION & SESSION PROCESS

Meet with the speakers in the session room a minimum of 10 minutes prior to the Session time, as indicated on the program. Confirm the order of presentations is as per the program. Inform the speakers of their presentation time limit and that you will cut them off if they exceed their allocated time.

You are responsible for the smooth running of the Session. Time each speaker and alert the speaker when they have 5 minutes remaining and a final warning at 1 minute. Be firm (**ruthless**) in cutting them off when their time has expired.

Resist any change from the program order that speakers may wish to make. It is essential to keep to the prescribed order of presentations to allow delegates to be certain that if they arrive during a session, they will be able to hear the topic that they want to hear.

In the event that a presenter of a paper is not present and we have been advised in advance, our team will notify you or leave a note on the lectern of the session room. As the chair, advise the audience and suggest using the additional time to allow discussion of the earlier paper until the program is back on schedule. If the presentation of the session is not presented, defer the start of the session by the length of presentation.

If the speaker finishes earlier than scheduled in the program, allow further time for question and answer.

Technicians are available at all times. Presenters have been requested to provide their presentations in advance to the technicians in the Speaker Support Room (Foyer M), and there will also be roving AV technicians available.

When commencing a session;

- Identify yourself and your affiliation at the beginning of the session
- Notify any changes to the program or presenters and or/make any important housekeeping announcements if required (*event staff will provide you with a note on the lectern/in chair pack in your session room if required*)
- Introduce each speaker as per the names, organisations, and presentation titles within the program (*no bios are provided*)

During a session;

- Thank each speaker and proceed to Q&A or to the next speaker's introduction
- During Q&A discussion, ask the questioners to identify themselves and affiliation. Ask that questions be brief and to the point. Questions can be asked via the standalone microphone provided in each room.

At the end of the session;

- Thank all the speakers and present a AATE ALEA 2024 branded mug as a thank you.

**** please note all presenters are to receive 1 x mug each.** If a presenter has multiple presentations, we ask for them to accept 1 mug only to ensure all presenters receive a gift of thanks for their contribution.



If you have any questions or concerns during the Conference, please see one of the roving AV Technicians or visit Speaker Support; or see staff at the registration desk.