

Instructions to Session Chairs (Moderators) of Concurrent sessions

Thank you for agreeing to be a session chair at the 2019 AFAANZ conference. To ensure that the program runs as smoothly as possible, we ask that you carefully note the following information.

REGISTRATION

All individuals attending the 2019 AFAANZ conference must be registered. Please visit the conference website for registration and accommodation information: <http://www.afaanzconference.com/>

On arrival, please complete registration formalities at the registration desk. The registration desk will be open as follows:

- Sunday, 7 July, 1000 to 1800
- Monday, 8 July, 0730 to 1730
- Tuesday, 9 July, 0730 to 1730

If you are delayed or unable to attend, please call the onsite program contact Jacqui on 03 9363 6111 and email the conference chairs on chair@afaanz.org.

MEET WITH SPEAKERS IN SESSION ROOM 10 MINUTES PRIOR TO SESSION

The room allocated for each session is indicated in the conference program available via the website, conference app and in the conference booklet available at the time of registration. Please be in your session room **10 minutes** before the scheduled start time of your session. Familiarise yourself with the room set up and technology and introduce yourself to each speaker.

All speakers are requested to be in attendance for the whole session and take their seat in the front row of the session room.

To ensure the smooth running of the conference, it is essential speakers keep to their scheduled time; if the rare event sessions do not have a full allotment of papers, please keep to the scheduled time to allow conference participants to move between sessions. Please be aware of time allocations:

Concurrent: With Discussant

Three papers are presented in each concurrent session with discussant session.

Each paper is allocated 30 minutes:

- 20 minutes for author presentation
- 5 minutes for discussant
- 5 minutes for general questions

Concurrent: Without Discussant

Three papers are presented in each concurrent without discussant session.

Each paper is allocated 20 minutes:

- 15 minutes for author presentation
- 5 minutes for general questions

HOUSE KEEPING NOTICES

You may be required to make housekeeping announcements at the beginning and/or the end of the session, such as program changes, etc. These will be placed at the lectern.

AUDIO VISUAL EQUIPMENT

If speakers loaded their presentation at the speakers prep room as requested, it will be forwarded to their session room. There will be a roving audio visual technician to assist with the operation of equipment and trouble shoot. Audio visual technicians are also available in the speaker preparation room.

Each speaker is responsible for advancing their own slides during their presentation. Each session room will be set up with the following audio visual equipment (all speakers have been informed that no personal laptops are permitted):

- Laptop
- Data projector and screen
- Lectern and microphone

CONDUCTING THE SESSION

Ensuring the session and each presentation within the session runs to time is vital and your direct responsibility as chair. You may use a bell to indicate 5, 3 and 1 minute warning times. Please remember that presentations that run over time do so at the expense of other presentations and this is frustrating for both the audience and speakers. It is worthwhile making this point at the beginning of the session.

1. Commence the session with a **general welcome, introduce yourself and announce the title of the session.**
2. **For each presentation, introduce the speaker along with their affiliation and announce the paper title.** Please do not allow presenters to change their presentation time, all speakers should present at their allotted time. In the rare event that a presenter is missing please keep to the allotted half hour for the presentation and conclude the session early.
3. **Introduce the discussant** (if applicable) **and their affiliation.**
4. After the discussant, it may be appropriate to **ask the presenter to respond** if there have been controversial issues raised by the discussant. This is not necessary but is polite. Please ensure that any response by the presenter is kept brief (1-2 minutes).
5. **Invite questions from the floor.** If the audience is wishing to ask questions after the allotted time has expired, suggest that remaining questions be raised with the presenter outside of the session.
6. **It is essential all presentations run to time as people will move between sessions.** There will be a number of concurrent sessions running simultaneously that are likely to be of interest to the same people. If a presentation finishes before its allotted time or if there are few or no questions, do not proceed to the next presentation until the allotted time. Any official changes to the program will be updated daily. If a presenter/discussant is late without notice, they forfeit that portion of their allotted time.
7. At the end of question time on each paper, **ask the audience to join with you in thanking speakers.**

ASSISTANCE

Please visit the registration desk if you require assistance at any time during the conference or call the conference manager on 03 9363 6111.

Once again, thank you for your involvement in the AFAANZ 2019 conference.

Marvin Wee and Tom Scott

Co-chairs, 2019 Conference Technical Committee