



Date: 01-06-2013

Subject: Chairperson Guidelines

The Chairperson's role during the corresponding conference session is to:

- Refer to ***speaker's biographies***. These will be included in your registration envelope. Any updates will be provided to you in your session room 15 minutes prior to the beginning of the session.
- ***Meet*** each speaker and the audiovisual technician in the session room 15 minutes before the session. Please check the location of your room prior to the commencement of the session.
- ***Seat speakers on reserved seats in the front row*** as this makes access to the podium easier.
- ***Introduce*** yourself to each speaker before the session starts and make him or her feel at ease with their presentation. Query their presentation requirements. This is to ensure that you are prepared and keep to time.
- Upon beginning of the session, ***identify*** the session by title and presenter(s) (in case some of the delegates are in the wrong place) and outline timing, opportunities for questions etc. At this point, you should also ***introduce yourself***, the organisation you represent and your role in such organisation. This introduction process should be limited to 5 minutes.
- ***Introduce*** each speaker using the corresponding biography form. Highlight a couple of points of interest about the presenter. The introduction should take no more than 1 minute to ensure the precise timing of the conference.
- ***Keep*** a 'keen eye' on the agenda's timing and to keep the Symposium flowing and on schedule. **Please note presentations are back-to-back; therefore your assistance in keeping time is VITAL.**



- At the end of each presentation, **invite** questions to the speaker, ONLY IF TIME PERMITS (remember 15 minutes are allocated for each presentation, immediately followed by 4 minutes for questions and answers) and encourage discussion between audience and speaker. When necessary the Chairperson may exercise the Chairperson's prerogative to ask questions. During the 4 minutes period for questions and answers the speaker should remain in the presentation zone for an eventual necessity of using the PPT presentation to help in the answering process.
- **Request** that delegates use the microphone during question time, and state their name and affiliation. The audiovisual/technical manager will take care of speakers support, microphone requirements, room lighting etc.
- **'Field'** questions in an orderly manner and repeat questions if necessary.
- If the presentation ends early, be prepared to extend question time to fill the scheduled duration. If **one speaker is missing** please do not shift to the next presentation. Wait the corresponding period of time. This period could be filled with additional questions to the previous speakers. **It is important to keep concurrent sessions running on time to enable delegates to move from one session to the next.**
- The Chairman is responsible for the introduction period of the Session, to introduce each speaker and to control the period of time of each presentation, while the Co-Chairman is responsible to moderate the questions/answers process. Other strategies are possible if prepared timely prepared by Chair and Co-Chair.
- If you have any queries, please contact the Secretariat of the Symposium or visit us onsite in the Speakers Preparation Room, located in the Conference Hall.