

Research Institute: Chairperson Guidelines

*6 presenters will be on the panel table to present and participate in group Q&A



Chair Briefing Session

Please attend the Chair Briefing Session scheduled at 8am in Amber 3 on the day you are Chairing (sessions scheduled on Tuesday, Wednesday and Thursday).



Meeting the Speakers in your Session

Please be present in your session room 5-10 minutes prior to the start of your session so that you can meet with the speakers and explain how the session will run. This will also help to calm any anxiousness the speakers may have.



Introduction and Speaker Bios

Please ensure you introduce each speaker by name only. For your reference, you can find speaker bios on the app but **DO NOT** read this out due to time constraints.



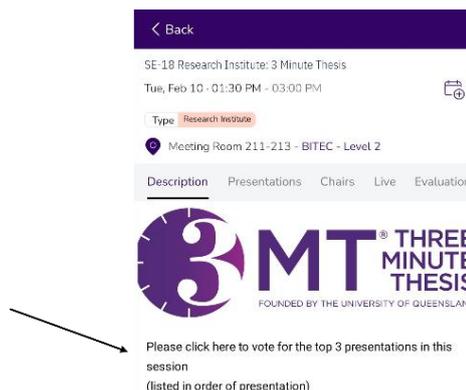
Timing

Please ensure that the session runs on time, starting and finishing promptly, according to the session outline. There will be an electronic ‘countdown’ screen visible to both you and the speaker. This will be set for 3 minutes, with Q&A occurring every 6th presenter. Please use the bell provided at the **2 minute mark** of the presentation to alert the speaker they have 1 minute remaining to finish their presentation.



Housekeeping and Announcements

At the beginning of the session, please welcome all delegates and remind them to put mobile phones on silent and complete the evaluation survey (when session is complete). Please encourage the attendees to vote for their top 3 presentations for the ‘People’s Choice Award’ under the ‘Description’ tab as shown below:





PowerPoint and AV

All sessions will have a dedicated AV technician who will be able to provide technical support.



Congress App

Please download the Congress App *prior to the Congress*