

Information for Session Chairs

Whilst the presentation schedule is unlikely to change, some last minute amendments may become necessary and we would ask if you could check the daily updated schedule available from the Registration Desk after 8.30am on any day of the Conference.

Please be in your designated session room at least 15 minutes prior to the session commencing, ensure presenters are available and help them load their PowerPoint presentations. In addition, please ask each presenter for a brief biography to assist you with your introduction.

Each session and each paper must start strictly on time and finish on time, thus allowing all delegates to move between rooms for various papers. Please enforce this, including asking delegates to take their seats and be ready on time.

Please note that if any presenter is not available the 20 minute session should be left vacant.

Briefly introduce the presenter. Presentations have been allocated a total of 20 minutes, including Q & A. Chairs are asked to provide a warning at 15 minutes to allow for either timely completion of presentation and/or Q & A.

Remind the audience that copies of the paper are available from the back of the room and to move promptly if they wish to attend another session in an effort to create the least disruption to presentations.

Thank you for your time and assistance. If you need any assistance please head to the registration desk.