



Notes for Chairs

Before start of session:

1. Arrange to meet your presenters prior to the session, possibly at the beginning of the break before the session
2. All presenters have been asked to load up their presentations prior to their presentation. Please ensure this has happened. There will be an area outside of the conference rooms for all presenters to load their presentations.
3. An audio-visual technician from Shipleys will be positioned at the back of the room at all times.
4. Seat all presenters and yourself at the table at the front of the room, to facilitate quick movement between presentations. Please note that the table will be at the front of the room with a sign “Presenters” on it.

During the session:

1. MC is Greg Ellis. He will make a brief appearance during your session to check that all is on track.
2. A bell will be on the presenters table for you to use to give a 1-minute warning. All presenters have been allocated either a 20-minute or 15-minute presentation slot. Presenters who did abstract only presentations have 15 minutes; those who’ve prepared conference papers have 20 minutes.
3. As chair, you have a responsibility to ensure that the session keeps to time, by reminding speakers to wrap up if they approach their allocated time.
4. As chair, you will control and manage the questions. Question time has been allocated at the end of each session for various times. please ask speakers to move to head table on stage for question time. All delegates posing questions should clearly identify themselves using the roving mics.
5. At the end of each presentation we would ask you to get those people using the event app to rate the session. At the end of each day delegates will be asked to rate the ‘best concurrent presenter that day. It would be good to remind delegates of this.
6. There are 2 committee members will take care of the roving microphones in each room.
7. Record any actions or “follow ups” from discussions on the Action Notes form. If there are any please bring them to the information desk.
8. If there is lively debate/discussion when time has run out at the end of the session, check with the group whether they would like to finish the session or keep the discussion going. If people want to continue discussion, give those who wish to leave the opportunity to do so.
9. Thank the presenter/s. There is no need to summarise the papers in the session.
10. At the end of your session we would like you to ask a question to help reinforce the “take out” message from this session – see below for some ideas. You will also have noticed Greg Ellis doing a similar thing
 - a) Did you hear something in this session that will change the way you approach something? If so, note it down.
 - b) Tomorrow morning, what’s the one thing you want to remember from this session?
 - c) What's one thing you really liked hearing from a presentation in this session?

- d) What's one thing you weren't comfortable with?
- e) [optional addition] See if the person next to you had the same or different things, and why
- f) How could one thing from this presentation help [your town / your work / your organisation / someone you know]?
- g) If [presenter] came to your home town and [gave this talk / presented these messages], would they get a good reception? Why? Would it nonetheless be useful?
- h) Who's one person who's not here who you wish was hearing this presentation? Why?

11. Using the event app ask delegates to mark the session generally. Please do this in a managed way – ie we don't want it to be a 'reminder' – before everyone leaves the room ask them to record the information. For those who have chosen not to download the app they can come to information desk where they can vote using the iPad. There are no manual voting slips this year.