
SESSION CHAIR BRIEFING NOTES

These briefing notes are designed to assist you in understanding your role as Session Chair within the Conference Program.

Whilst not onerous, this role is very important to the professional and timely delivery of the Conference Program and in ensuring the quality and relevance of information provided to delegates. Good moderating is a vital component of a successful Conference, and we greatly appreciate your contribution.

To ensure the smooth running of your session, we recommend the following:

We request that you liaise with the speakers in each event you are chairing and ensure that their presentations are loaded on the computer in the room they are presenting from at the beginning of the day they are presenting. All presenters have also been advised of this request to upload their presentations to the computer in the allocated room prior to the session.

Presentation Times

It is extremely important to keep the Program on time. Ensure you check the final Conference program which can be found on the conference website.

Please provide the presenter with a warning when **2 minutes** are remaining and when time is up. Additionally, brief the speaker on when you will provide a warning and the method you will use.

Should one of the presentations in your session be cancelled or the speaker is not present, please keep to the Program running to the assigned order as some participants may wish to move between sessions for particular presentations.

At the end of the sessions, please remind the audience of the scheduled break time and the start time of the next session to help maintain the program flow.

Being Prepared to Moderate

- Always remember to **speak into the microphone**; do not turn away to look at speakers - you will not be heard.
- Identify yourself and your affiliation at the beginning of the session.
- Introduce each speaker in turn - please visit the Conference Program on the website for the details of each speaker who is presenting within your session.
- Check the pronunciation of any speaker's name that is not familiar to you.
- Announce the title of the abstract last and then welcome the speaker to the lectern.
- Ask delegates to keep their questions brief and to the point so you can take as many questions as possible in the time allowed.
- During each presentation, make notes of possible questions for each speaker in case the discussion needs a change in direction.

Housekeeping

At times it will be necessary for housekeeping announcements to be made at the beginning or end of the session. These announcements will be provided by the Conference Managers either in person or will be left on the head table prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information. Below are a few reminder announcements that can be made at the appropriate time in the session.

NO SMOKING: Please be advised that this is a non-smoking building, so we ask that you please do not smoke while inside the venue.

NO FOOD AND DRINK IN THE SESSIONS: Please be advised that no food and drink are allowed in the seminar/ meeting rooms.

CONFERENCE MANAGERS: If you have any questions, please see our Conference Managers at the registration desk.

Audio Visual

The following Audio-Visual equipment will be in every room at the Conference:

- Projection screen and data projector
- Microphone attached to the lectern
- Fold back monitor to view your presentation and notes while presenting

A technician will be available to handle any problems that may arise.

If you require further assistance, please contact the Conference Managers at:

Email: chro2024@arinexgroup.com **Phone:** +61 8 9486 2000

Thank you for your help in making CHRO 2024 a success!