



## BRIEFING NOTES FOR FREE PAPER SESSION CHAIRS FOR ORAL PRESENTATIONS

Thank you for agreeing to Chair a session at the RANZCP Congress 2008. The Program Committee appreciates your willingness to help ensure the efficient delivery of Congress presentations and has prepared these guidelines to assist you in your role as session Chairperson.

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

These briefing notes are designed to explain what is expected of you.

### SESSION DETAILS - CHECK AHEAD

Please visit the Congress website well ahead of time to confirm details of your session within the Congress Program.

The Program is subject to change, please ensure you check any changes on the 'Program Changes' board on site.

### CHAIR REGISTRATION

We kindly ask you to visit the Speaker's Preparation Room as soon as you have registered for the Congress onsite. This will allow the Congress Managers to confirm final arrangements for each session, advise of any changes to the Program, provide speaker biographies to you and advise you of session sponsors and/or particular housekeeping announcements.

The Speaker's Preparation Room is located in John Batman Pocket Room 1, Level 3 at the Melbourne Convention Centre and will operate at the following times:

Sunday 25 May	0800 – 1800
Monday 26 May	0700 – 1800
Tuesday 27 May	0700 – 1800
Wednesday 28 May	0700 – 1700
Thursday 29 May	0700 – 1500

### SESSION VENUE – ARRIVE EARLY

Please assemble in the **Session Room at least 10 minutes prior** to the start of your session. This will allow time for you to liaise with the speakers; please explain the seating set up, arrangements for questions/discussion following the conclusion of their presentation, advise speakers that you will give them a warning at 2 minutes remaining and when time is up and will then stand up to conclude the presentation and invite questions from the audience.

### SET-UP

There will be reserved seating for the speakers at the front of the room for the duration of the session, a head table will be provided for you. Delegates will be seated in theatre style.

### CHAIRING – BE WELL PREPARED

Always remember to **speak into the microphone**; don't turn away to look at speakers – you won't be heard.

Identify yourself and your affiliation at the beginning of the session.

If relevant, thank the session sponsor.

Introduce each speaker in turn – you will be supplied with speaker biography details when you visit the Speaker's Preparation Room. It is important to keep your introduction brief and factual - include the speaker's current position and no more than 3 or 4 additional key facts.

Check the pronunciation of any speaker's name that is not familiar to you.

Announce the title of the paper 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.

You may receive written questions before the session. It is your prerogative to decide whether or not they are relative to the topics presented and should take precedence over questions from the floor.

At the end of the session thank the speakers and if relevant make any housekeeping announcements.

### **CHAIRING – KEEP TO TIME!**

You are responsible for the smooth running of the session. It is extremely important to keep the program to time.

Please have a copy of the Congress Program on hand and be familiar with the time allocated for each presentation within the session.

Each speaker is allowed 20 **minutes** which includes 3 minutes of question and answer time.

Alert the speaker when they have 2 minutes remaining (ie. 15 minutes into their presentation) and when time is up.

If necessary, you should also stand up at full time to wind the speaker up. Be firm in cutting speakers off when their time has expired. This will ensure that all speakers are given their full allocated time and will allow time for discussion.

As nearly all sessions have 4 papers and only 90 minutes in total, it is important that the time allocation is strictly observed.

### **IMPORTANT**

Should one of the papers in your session be cancelled or a speaker not turn up, please keep to the program running order – even if this means having a gap in the middle of your session.

### **HOUSEKEEPING**

At times it will be necessary for housekeeping announcements to be made at the end of a session. These announcements will be provided by the Congress Managers when you report to the Speaker's Preparation Room or will be left on the lectern prior to the start of the session. You are kindly asked to remember these announcements to ensure that all delegates are aware of necessary information.

**Important Note** – If you are chairing a session on Monday 26<sup>th</sup> May during 1530 – 1700 please ensure the following is mentioned:

*The 2008 College Ceremony will be held in the John Batman Theatre this evening, with refreshments being served from 5pm in the Atrium. As part of the Ceremony, Professor Bruce Singh will be delivering the College Address. New Fellows and Advanced Training Certificate Holders who are being presented at the Ceremony, plus Award Recipients and invited guests are required to register in the Atrium (level 3) to confirm their arrival.*

**Important Note** - If you are chairing a session on Wednesday 28<sup>th</sup> May during 1330 – 1500 please ensure the following is mentioned:

*Please note that this is the final concurrent session of the day and the RANZCP 2008 Annual General Meeting will follow this afternoon commencing at 3.30pm in La Trobe Theatre. Please note that all RANZCP members are welcome to attend.*

### **AUDIO VISUAL EQUIPMENT**

The following Audio Visual equipment will be available in the session room at the Congress:

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

**Overhead and Slide Projection will not be available.**

Microphones will remain on. It is unnecessary to turn them off. In the unlikely event that any of the equipment fails, speakers have been requested to continue with their presentations whilst the operator rectifies the problem. It may be necessary for you to prompt the speaker to continue, if this should occur. A technician will be available in every session to assist with any audiovisual requirements or problems that may arise.

#### **FURTHER ASSISTANCE**

If you require further assistance, please contact the Congress Managers, The Meeting Planners at:

**Email:** [ranzcp2008@meetingplanners.com.au](mailto:ranzcp2008@meetingplanners.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

**Thank you for your help in making the  
RANZCP 2008 Congress a success.**