



BRIEFING NOTES FOR SESSION CHAIRS

Thank you for agreeing to Chair a session at Saferoads 2008. To assist in the efficient delivery of Conference presentations the Conference Organisers have 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 Conference Program and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful Conference 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 Conference website well ahead of time to confirm details of your session within the Conference Program: <http://www.saferoadsconference.com/program.php>

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 Preparation Room as soon as you have registered for the Conference onsite. This will allow the Conference Managers to confirm final arrangements for each session, advise of any changes to the Program, provide you with speaker biographies and advise of session sponsors and/or particular housekeeping announcements.

The Speaker Preparation Room is located in Boardroom 1 on Level 1 of the Hilton on the Park Melbourne and will operate at the following times:

Tuesday 30 September	0730 – 1630
Wednesday 1 October	0800 – 1600

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; 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 5 minutes remaining and when time is up and will then stand up to conclude the presentation.

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 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 relevant 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 Conference Program on hand and be familiar with the time allocated for each presentation within the session.

Each speaker is allowed **15 minutes** which does **not** include Q&A time.

Alert the speaker when they have 5 minutes remaining (ie. 10 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.

20 minutes at the end of your session have been allocated for **Q&A** for all presentations.

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 Conference Managers when you report to the Speaker 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.

AUDIO VISUAL EQUIPMENT

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

- 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, should this occur.

FURTHER ASSISTANCE

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

Email: saferoads2008@meetingplanners.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

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