

## **Instructions for Session Chairs**

### ***Checking in***

Session Chairs are requested to register at least 2 hours (or as soon as desk opens at 8am) before their session at the registration desk so arrangements can be made to cover absences.

### ***Setting up***

Please attend the room of your session 20 minutes before the commencement of the session. You should confirm the attendance of each presenter and familiarise yourself with the venue and equipment.

You should also ensure that each presenter has copied their presentation to the presentation computer or if they are using their own equipment that it has been tested and can be set up for use as quickly as possible in the short break between presentations. There will be technical support available for each room to assist you with solving any problems.

### ***Absent Presenters***

If a presenter does not show up, please check with the registration desk to see if they are present at the conference before cancelling the presentation.

You must NOT alter the presentation order or timing, so if you have any absent presenters their slot must be left empty – do not bring a presenter forward. This is so audience members can move between sessions without fear of missing a presentation they wanted to hear.

If a presenter is known to be absent with sufficient warning, a conference chair may choose to fill the empty slot with an impromptu discussion or panel session. They could move a presenter from another session with 24 hours notice to the organising committee so all audience members can be notified.

### ***Start of session***

Ensure the light levels are suitable for presenting in the room. Ensure that the door to the room is closed. Make any housekeeping announcements that you have been given.

### ***Introducing a presenter***

The presenting language of ACSW 2006 is English. Each presenter has been asked to bring a single paragraph summary of their name (as they would like to be introduced), affiliation and research interests which you can use to introduce them. You should ensure that you know how to pronounce each presenter's name. If you are a presenter in your session, ask someone else to handle your introduction and give you the appropriate time warnings.

### ***Handling Questions***

After each presentation there is a short amount of time for questions. You should select which questioners to take in question time, not the presenter, so you can control the duration of question time, and cut long-winded speeches short. Please ensure that question time does not go over time. Ask each person asking the question to provide their name and affiliation. You should ensure that the entire audience has heard the question; there are extra microphones in each room for the questioner to use. You may want to think of a question yourself to get the discussion going if no one else has a question.

### **Timing**

Please check the program for the exact time of your session. Please keep strictly to the time guidelines to allow for audience participation and to allow audience members to move between sessions. You should arrange an appropriate warning system with your presenters, e.g. a two minute warning.

### **Keynote Presentation**

The duration of the keynote presentation will be between 1 - 1.5 hours (discuss with your conference chair). You should allow at least 10 minutes of that for questions.

### **Invited Speaker**

The duration of the invited speaker presentations will be between 45 minutes - 1 hour (discuss with your conference chair). You should allow at least 10 minutes of that for questions.

### **Full Paper**

The duration of the full paper presentation will be 25 minutes. This is 20 minutes for the talk, with 5 minutes for questions and discussion. After each presentation there will be a 5 minute break to allow the audience to move between sessions.

### **Short Paper**

The duration of the short paper presentation will be 14 minutes. This is 12 minutes for the talk, with 2 minutes for questions and discussion. After two short presentations there will be a 2 minute break to allow the audience to move between sessions.