

## **GUIDELINES FOR CHAIRPERSONS**

The ICA 2010 Congress Committee greatly appreciates the participation of chairpersons during the Congress. For the contributed paper sessions there are 2 chairpersons who can work together to:

- liaise with and assist the presenters during the sessions
- introduce the speakers
- make the session run as smoothly as possible and ensure that it keeps to time
- coordinate and direct any questions to the speaker at the end of the session.

### **Before your session:**

- The list of papers in the session is in the Program Book, but take note of any last minute modifications in the listing in your room.
- Please meet with the presenters in the allocated room 10 mins prior to the beginning of your session and check that the presentations are ready on the computer.
- A PowerPoint slide that lists the titles for all the presentations within the session will be displayed before the session starts. Each author's presentation can be started (launched) by clicking the links within this title slide.
- If an author brings the presentation to the session on a flash drive, the author's flash drive should be mounted onto the computer, and the presentation should be run directly from the flash drive.
- If the author absolutely insists on using his or her own computer, that computer may be connected to the projector via a switching connector. Do not disconnect the meeting room computer. There will be audio visual operators available nearby so please see them for assistance if necessary.

### **During your session:**

- Please keep to the program. If any speaker does not show up, leave a gap in the program. This time can be used for general discussion on the topic or as a tea and coffee break or to view the poster located in the Bayside Terrace.
- Briefly introduce each presenter
- Please keep watch on the timing as presentations must start promptly at :00, :20 and :40 minutes past the hour. A small digital count down clock will be visible in the corner of the screen with colour changes during the 20 min period. Each author should have 15 minutes for the presentation, green on the clock, followed by 3 minutes question, orange on the clock. Then red clock indicates the 2 mins which are allocated for changeover and for the next presenter to be ready.
- At the end of the presentation, assist the author during questions.

### **At the end of your session:**

- Thank the speaker/s and delegates and announce that tea and coffee is available in the Exhibition Area.
- If presentations are on the Monday afternoon, then remind everyone to attend the Welcome Reception, which commences at 6pm in the Exhibition Area.
- If presentations are on Friday remind everyone to attend the closing ceremony and farewell function.

Thank You  
ICA 2010 Congress Secretariat