



CHAIRPERSON INSTRUCTIONS

Thank you for agreeing to assist IPFC11-ASFB as a chairperson.

Your role is to support the presenters, introduce and thank them, moderate questions, and to ensure the programme runs to time.

Before the Session

- A student assistant is assigned to each room to assist you and to help the speakers to load their presentations onto the lectern computer. If you need anything, they are your first port-of-call
- Check that each presenter has arrived, introduce yourself and explain how the session will run. Explain to presenters that the programme will be kept strictly to time and to look out for the time cards
- Check any name pronunciations you are unsure of in advance. Also check that you have all presentation titles needed and clarify any information missing (all abstracts in the conference handbook)

During the Session

- Begin by introducing yourself and the session
- Introduce the first speaker prior to their presentation, facilitate the Q&A section and thank the speaker when presentation concludes
- 15 minutes has been timetabled for each oral presentation in the concurrent sessions. This consists of **10-12 minutes** presentation plus **3-5 minutes** Q&A and changeover
- Please keep presenters strictly to time (i.e. **maximum speaking time of 12 minutes**) and do not change the listed order of presentations
- Use the provided timecards to indicate to the presenters the time remaining for them to speak
- If a presenter does not show up, please leave a 'presentation sized' time-gap (15 minutes) then continue with the next presenter. It is essential that we keep to the programme times and presenter order so delegates can move between sessions if they wish

After the Session

- Thank all the speakers and your student assistant
- Remind delegates of any social function following the session
- Please leave presentation timecards in the room after your session has completed for use in the next session