

AORTIC 2009 CHAIR BRIEF

RESPONSIBILITIES

As Chair of a session your responsibilities include introducing the session topic, introducing the speakers, and managing any questions from the audience. Your most important role will be as timekeeper and we encourage you to be ruthless.

Many sessions have more than one Chair – please speak to your fellow Chairs to share responsibilities.

You will be assisted in the session room by a Room Supervisor, an AV technician and a number of session assistants to circulate the microphones. All conference staff are wearing red shirts and will be easy to spot.

AT THE BEGINNING OF EACH SESSION...

1. Please announce to the room that all speakers must deliver their PowerPoints to the SPEAKERS PREP ROOM. No PowerPoints can be loaded up in the session room; they must all be loaded centrally from the SPEAKERS PREP ROOM.
2. Please review the programme changes and check to see if any apply to your session.
3. The Room Supervisor will tell you which PowerPoints have been received for the session. You can use your discretion if there are any no-shows.
4. If you are in the Kambarage or Mandela room, announce that translation headsets are available.

POWERPOINT PRESENTATIONS

Speakers have been instructed to deliver their PowerPoint presentations to the SPEAKERS PREP ROOM, located on the ground floor of the Kunduchi Hotel and Beach Resort, 24 hours before their session. PowerPoint presentations will not be accepted by email, or in the session rooms, and no personal laptops can be used. All presentations must be centrally loaded from the SPEAKERS PREP ROOM – no exceptions.

Speakers will see their PowerPoint on the lectern monitor, and will have a remote control (with laser pointer) to advance their own slides.

Please note that PowerPoint presentations cannot be used in Breakfast Sessions or the Opening Ceremony.

SPEAKERS PREP ROOM

This room, staffed by technicians, will be located on the ground floor at the Kunduchi Hotel and Beach Resort. Speakers must deliver their presentation to this room, they will be able to review their presentations there and make small changes if necessary.

SEATING ARRANGEMENT

Please sit at the Top Table. There will be a name plate for each Chair in the session. Speakers have been instructed to sit in the front row of reserved seats until you invite them to the lectern to give their talk.

SPEAKERS' ALLOTTED TIME

The programme indicates how much time has been allotted to each speaker – it is in parentheses after their name. “(30+10)” means that the speaker has 30 minutes to give their talk followed by 10 minutes for questions. Every speaker was informed of their allotted time in their Speaker Brief.

TIMEKEEPING

Strict timekeeping is exceedingly important. We recommend that you inform the speakers ahead of time that you will be very strict with timekeeping, and explain the time cards you will use when they have 3 minutes left, 1 minute left and when time is up. These time cards will be provided on the Top Table in each session.

QUESTIONS AND DISCUSSION

Chairs are free to run the questions and discussion as they choose. Speakers may take questions from the lectern (recommended) or join you at the Top Table.

Session assistant will be present to circulate the microphones. Please indicate to whom they should pass the microphone.