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## CHAIRPERSON BRIEFING NOTES

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These briefing notes are designed to assist you in understanding your role as Chairperson within the Conference Program.

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.

Chairpersons should familiarise with the technical papers being presented in the corresponding session, which will be available in the conference app or can be provided by the conference organiser.

### TO ENSURE THE SMOOTH RUNNING OF YOUR SESSION, WE RECOMMEND THE FOLLOWING:

We request that you are present 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 presenting in your session and to obtain their brief history.

Speakers have also been advised to meet 10 minutes prior to the start of their session.

### PRESENTATION TIMES

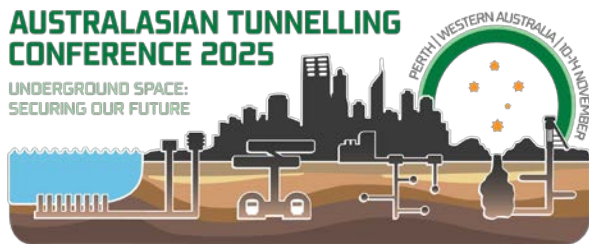
It is extremely important to keep the Program to time. Please be aware of the time periods within which speakers have been designated to present. Ensure you check the final Conference program which can be found on the [Conference website](#).

A Chairperson's timer will be available to assist in notifying speakers that their presentation is nearing the end of its allocated timeframe. Please provide the presenter with a warning when **2 minutes** are remaining and when time is up. Additionally, brief the speaker on when you will provide a warning and the method you will use.

Should one of the papers in your session be cancelled or the speaker is not present, please keep to the Program running order.

### QUESTIONS AND ANSWERS

We encourage attendees to ask questions directly from the floor during the live Q&A following each presentation. Duration of presentation slots is 15 min, anticipated to comprise 12 min presentations and 3 min for Q/A.



## SESSION ROOM SET-UP

Delegates will be seated in theatre style.

## BEING PREPARED TO CHAIR

- Always remember to **speak into the microphone**; do not turn away to look at speakers – you will not be heard.
- Identify yourself and your affiliation at the beginning of the session.
- Introduce each speaker in turn – please visit the Conference Program on the website for the details of each speaker who is presenting within your session.
- 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.

## HOUSE KEEPING

At times it will be necessary for housekeeping announcements to be made at the beginning or end of the session. These announcements will be provided by the Conference Managers either in person or will be left on the head table prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information. Below are a few reminder announcements that can be made at the appropriate time in the session.

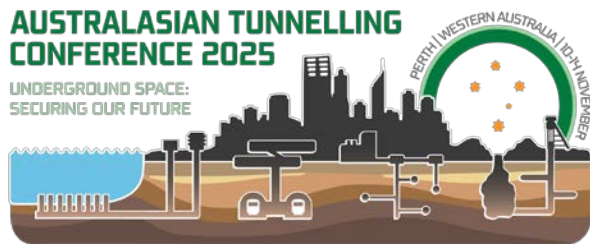
**SPEAKER PREPARATION ROOM:** Future speakers should be reminded that their presentations **MUST** be handed to the technicians in the speaker preparation room located in Meeting Room 11, **at least 2 hours prior** to their scheduled presentation time.

**NO SMOKING:** Please be advised that this is a non-smoking building, so we ask that you please do not smoke while inside the Perth Exhibition and Convention Centre.

**CONFERENCE MANAGERS:** If you have any questions please see our Conference Managers at the registration desk.

## AUDIO VISUAL

All rooms will be equipped with a Data Projector, PC Compatible Computer and a Lectern, Microphone and Laser Pointer. 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 technician rectifies the problem. It may be necessary for you to prompt the speaker to continue, if this should occur. A technician will be available at all times to assist with any audiovisual requirements.



Speakers have been requested to visit the Speaker Preparation Room located in Meeting Room 1, at least 2 hours prior to their session to hand in their presentations.

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

**Email:** [atc2025@arinexgroup.com](mailto:atc2025@arinexgroup.com) **Phone:** +61 2 9265 0700

**Thank you for your help in making ATC 2025 a success!**