

## ACSW 2007 — Instructions for Session Chairs

### Checking in

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

### Setting up

Please attend the room of your session 15 minutes before the commencement of the session. Confirm the attendance of each presenter and familiarise yourself with the venue and equipment.

You should also ensure that each presenter has copied their talk to the presentation computer. Or if they are using their own equipment, ensure 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 in 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 sequence or timing. **So if you have any absent presenters, their slot must be left empty — do not bring a presenter forward.** This is so that audience members can move between sessions without fear of missing a presentation they want to attend.

### 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 may have been given.

### Introducing a speaker

The presenting language of ACSW 2007 is English. Each speaker 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. 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 of the audience should ask questions, 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. Each person asking a question should provide their name and affiliation. 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 — a 5-minute warning and finally a 1-minute warning.

## **Keynote Presentation**

The keynote presentations will be for 75 minutes. This will be followed by 10 minutes of questions/discussion. Allow 5 minutes for movement between rooms (if necessary).

## **Invited Speaker**

The invited speaker presentations will be for 45 minutes. This will be followed by 10 minutes of questions/discussion. Allow 5 minutes for movement between rooms (if necessary).

## **Full Paper**

Full paper presentations will be for 20 minutes. This will be followed by 5 minutes of questions/discussion. After each presentation, there will be a 5 minute break, to allow the audience to move between sessions.