



GUIDELINES FOR CONCURRENT ORAL SESSION CHAIRS

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Thank you for generously agreeing to be a concurrent oral session chair at the NAHC 2015 Conference. You are listed as the chair of the session you have been assigned on the [online conference program](#), in the **Delegate App** and on the printed **Pocket Program** all attendees receive at registration. Below are some tips to assist you with the chairing process:

- Please go to the room your session is being held in 15 minutes prior to the start time to meet with the presenters
- There will be a chair table set up in the room where you can find a copy of these notes, time cards and a bell for warning presenters of the time
- Familiarise yourself with the room and try to meet the audio visual technician before the session. There will be technicians roaming between the concurrent session rooms to trouble shoot technical issues as they arise Presenter files will have been forwarded to the laptop in the room from the Speakers Preparation room
- Begin the session on time by asking that all electronic devices are to be turned to silent. Please use your phone clock to keep to time
- Presenters will be asked to sit in the front row of the room so they can move to the lectern quickly at the end of the previous presentation
- Introduce the next presenter by name and affiliation only. Full bios will be available to delegates in the Delegate App
- If a presentation is withdrawn DO NOT bring the next presentation forward as this would affect movement of delegates between rooms
- Ensure each session starts and finishes on time. A bell can be found on the chair table that you can ring to remind presenters of the time
- End all Extended Oral presentations after 30 minutes and all Standard Oral presentations after 15 minutes, as per the program. If the presenter goes over their time allocation do not allow questions
- Be prepared to direct a question to the presenter at the conclusion of their presentation, if time allows and none are forthcoming from the audience You will be advised of any housekeeping items or program updates by the registration staff or committee. Please announce these at the beginning of the session.