

Chair Guidelines – AARE 2024 Conference



Thank you for serving as Chair for the AARE 2024 Conference.

Please find below an outline of the primary responsibilities associated with the Chairperson role.

Key Tasks and Responsibilities

1. Introductions and Acknowledgement

- A key role of the Chair is to welcome delegates to the session and introduce the speaker by reading out their name and presentation title. It is recommended that you read the abstracts for your session carefully, so that you can introduce and close the session making appropriate links between the topics/issues that have been presented. (Abstracts for your session can be found on the Program page of the conference website at www.aareconference.com.au).
- If there are additional 'housekeeping' notices to be read out, these will be provided on the lectern in your room.

2. Presenters

- We recommend that you meet the speakers in the session room 10 minutes prior to the beginning of the session. This will enable you and the speakers to meet each other and discuss any issues prior to the session.

3. Audio Visual Equipment

- All audio-visual equipment and services are provided by Macquarie University. All speakers have been asked to bring their own laptop, to plug into the system when it is time for them to present their Power Point.

4. Time keeping

- In the interests of keeping an efficient program schedule, please ensure your speakers do not exceed the duration of their presentations and the session runs to time. Each individual oral presentation has been allocated 20 minutes, 15 minutes for their presentation and 5 minutes for questions. Workshops, symposiums and other types of presentation formats will have their run time identified within the app program.
- Please advise presenters prior to commencement of the session that they will be given a warning when there are 5 minutes remaining, and another one with 1 minute to go. Please ensure you brief each presenter on this system and the importance of adhering to the time allocated. You will be provided with timecard to assist you.

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5. Program Changes

- In some sessions, there may be last minute cancellations when a speaker is unable to present as planned. This would be considered an unusual situation, but as Chairperson for the session, we ask that you be prepared for this eventuality. The time allocated to missing speakers can be used for facilitated discussion or similar activities. It would be helpful again if you could find discussion points to facilitate audience discussion in this time slot. Examples of activities could include inviting the audience to share why they are at the session, their interest or experience in the topic.
- We will not be altering the speakers' allocated time within each session because delegates often move between sessions to hear specific speakers, and thus may lose this opportunity if the allocated times are changed.

6. Question Time

- Where provided, please encourage delegates to stand up to ask questions as this allows everyone to hear. If this is not possible, please repeat the question for the audience and the presenter.

7. Mobile Phones

- Advise delegates to turn off or put mobile phones on silent so as not to interrupt the speakers.

8. Assistance

- Conference staff and volunteers (in orange shirts or yellow caps) or Registration Desk staff will be available throughout the conference to assist if needed. Please let us know if there is anything we can help you with.

9. Post Session Survey

- To help improve our program, we would like you to note the following about your session and provide that information via a very quick online form. [Please click here](#) or in the Menu on the app titled *Chair Survey*.
 - Number of attendees in the session, including presenters
 - Were all scheduled presentations presented?
 - Very brief summary of any questions/discussion/issues raised during the session.
 - Any other comments