



CHAIR BRIEFING NOTES

Thank you for agreeing to Chair a session at the XXII International Congress of The Transplantation Society. The Organising Committee appreciates your willingness to help ensure the efficient delivery of Congress presentations and has prepared these guidelines to assist you in your role as Session Chairperson.

Whilst not onerous, this role is very important to the professional and timely delivery of the Congress Program and in ensuring the quality and relevance of information provided to delegates. Good Chairing is a vital component of a successful Congress and we really appreciate your contribution.

These briefing notes are designed to explain what is expected of you.

SESSION DETAILS - CHECK AHEAD

Please visit the Congress website well ahead of time to confirm details of your session within the Congress Program.

Follow this link to see the program - <http://www.transplantation2008.org/program.php>.

Please note the program is subject to change. If a change has occurred you will be informed by the Audio Visual Technician or a staff member of The Meeting Planners prior to your session commencing.

CHAIR REGISTRATION

We kindly ask you register for the Congress onsite where you can pick up your name badge and further items required for the Congress.

SPEAKER BIOGRAPHIES

Speaker biographies if previously provided are only available for SOTA & Plenary sessions and these are available to view on the Congress website. To view these biographies follow the links below:

Plenary Sessions - http://www.transplantation2008.org/program_speakerinfo.php

State of the Art - http://www.transplantation2008.org/sota_program.php

Please note these biographies will not be available onsite.

Biographies for Oral and mini session are not available.

SESSION VENUE – ARRIVE EARLY

Please assemble 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. Please explain the seating set up, arrangements for questions/discussion following the conclusion of their presentation.

You will be informed by the Audio Visual Technician or a staff member of The Meeting Planners if there are slide sets missing from the program, so that you are alert to the possibility of no-shows amongst your speakers.

SET-UP

ORAL SESSIONS, PLENARY & STATE OF THE ART SESSIONS

There will be reserved seating for the speakers at the front of the room for the duration of the session, a head table with a panel microphone will be provided for you. In addition there will be a microphone/s on a stand/s for question and answers in each room. Delegates will be seated in theatre style.

MINI ORAL SESSIONS

The mini oral presentations will take place in the Exhibition Hall 6 from Booths 1 – 8. Booths will be set up as theatre style seating and each presenter will assemble within the booth ready to present within the timeframe provided.

CHAIRING – BE WELL PREPARED

Always remember to **speak into the microphone**; don't turn away to look at speakers – you won't be heard.

Identify yourself and your affiliation at the beginning of the session.

Chair announcements will be provided for each session if required

Introduce each speaker in turn – As previously mentioned please visit the Congress Program on the website for the details of each speaker who are presenting within your allocated 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.

You may receive written questions before the session. It is your prerogative to decide whether or not they are relative to the topics presented and should take precedence over questions from the floor.

At the end of the session thank the speakers and if relevant make any housekeeping announcements.

CHAIRING – KEEP TO TIME!

You are responsible for the smooth running of the Session. It is extremely important to keep the program to time.

Please have a copy of the Congress Program on hand and be familiar with the time allocated for each presentation within the session.

ORAL SESSIONS

Each speaker is allowed **7 minutes to present**, plus **3 minutes** question and answer time.

Alert the speaker when they have 2 minutes remaining (ie. 5 minutes into their presentation) and when time is up.

STATE OF THE ART

Each speaker is allowed **30 minutes. 25 mins to present and 5 mins for questions and answers**. Please note STA 33 is allocated 4 speakers with 22 minutes to present. Please ask questioners to state their name and institution, ask questions succinctly, instead of making comments and to keep to the point.

Please alert the speaker when they have 2 minutes remaining and when time is up. If necessary, you should also stand up at full time to wind the speaker up. Be firm in cutting speakers off when their time has expired. This will ensure that all speakers are given their full allocated time.

PLENARY SESSIONS

Each speaker is allowed **30 minutes to present**., Please note Plenary 03 is allocated 45 minutes to present. Plenary sessions will not have questions Please alert the speaker when they have 2 minutes remaining and when time is up.

If necessary, you should also stand up at full time to wind the speaker up. Be firm in cutting speakers off when their time has expired. This will ensure that all speakers are given their full allocated time.

MINI ORAL SESSIONS

The Mini-oral sessions are a new format for the Congress. What we have tried to accomplish is to reproduce the "TSANZ" approach of standing around the posters while authors give a short presentation to a limited number of interested parties, followed by a few relevant questions. The way that we have done this is to take the top scored papers that did not make the oral sessions and offer them Mini-orals.

Each mini oral presenter is provided a title slide and is allowed **3 minutes to present** a maximum of three (3) slides, plus **2 minutes** question and answer time. **Your job as Chair will be to KEEP PEOPLE TO TIME.** If you let one speaker go more than the allotted total you will quickly get into deep trouble with time. Alert the speaker when they have 1 minute remaining (i.e. 2 minutes into their presentation) and when time is up.

ALL THE PRESENTATIONS FOR THE MINI-ORAL SESSION WILL BE IN ONE CONTINUOUS POWERPOINT PRESENTATION TO MINIMISE TIME WASTED ON INTERCHANGE. THIS MEANS THAT YOU MUST STAY IN THE ORDER SHOWN IN THE PROGRAM.

Sessions are based on a maximum of 12 speakers; however you may find you have fewer speakers within your session. The success of this format is good discussion. The presenters come away with the view that people have listened to their work and they may be given good ideas for the publication or for additional work that might be needed. This is the most difficult format to chair well so we suggest that you familiarise yourself with the work in your session before hand through reading the abstracts and the ePosters which will be available on the intranet via the wireless connection or at the ePoster bar of computers.

IMPORTANT

Should one of the papers in your session be cancelled or a speaker does not turn up, please continue the session and ensure there is no gap.

ORAL SESSIONS

Sessions are based on a maximum of 9 speakers; however you may find you have fewer speakers within your session. If this is the case please ensure you stick to the maximum time allowed per speaker of 7 minutes, plus 3 minutes Q&A. This will allow for smooth transition between sessions if delegates wish.

HOUSEKEEPING

At times it will be necessary for housekeeping announcements to be made at the end of a session. These announcements will be provided by the Congress Managers when you report to the Speaker's Preparation Room or will be left on the lectern prior to the start of the session. You are kindly asked to remember these announcements to ensure that all delegates are aware of necessary information.

AUDIO VISUAL EQUIPMENT

ORAL SESSIONS, PLENARY & STATE OF THE ART SESSIONS

The following Audio Visual equipment will be available in the session room at the Congress:

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

MINI ORAL SESSIONS

The following Audio Visual equipment will be available in the mini oral booth at the Congress:

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

HOW TO ACCESS PRESENTERS PRESENTATION SLIDES

TO ACCESS THE PRESENTER'S SLIDES, YOU WILL NEED TO CLICK ON THE PRESENTER'S NAME ON THE TITLE SLIDE AND IT WILL THEN GO TO THE PRESENTER'S PRESENTATION, AND CONVERSELY HIT "ESC" AT THE END OF THE PRESENTATION TO GO BACK TO THE TITLE SLIDE.

THESE INSTRUCTIONS WILL ALSO BE AVAILABLE IN YOUR SESSION.

Overhead and Slide Projection will not be available.

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 operator rectifies the problem. It may be necessary for you to prompt the speaker to continue, if this should occur. A technician will be available in every session to assist with any audiovisual requirements or problems that may arise.

FURTHER ASSISTANCE

If you require further assistance, please contact the Congress Managers, The Meeting Planners at:

Email: presenterstts@meetingplanners.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

**Thank you for your help in making the
The XXII International Congress of
The Transplantation Society
a success.**