



## Conference Chair's briefing

EARMA 24th Annual Conference, Brussels 2018

### **Author(s)**

Annual Conference Programme Committee

**21.03.2018**

### **Recipient(s)**

EARMA Conference Chairs

# Practical Information

## Responsibilities of the Chairs

Chairs are responsible for ensuring the quality of their session. Experience has shown that good preparation is vital. We have put together these guidance notes to help you before the session takes place. Your main responsibilities will be to:

- Briefly introduce yourself and the speaker(s) at the beginning. Please contact your speakers beforehand, if you do not already know them. Also indicate your connection to the topic.
- Point out any 'housekeeping' (e.g. fire exits)
- Follow the "Other Tips" below.

## Other Tips

- Please arrive at the allocated room 10 minutes before the start
- Check equipment is OK well in advance
- Ensure you describe your session accurately
- Keep to the timings listed in the programme. This is extremely important if you chair a session with several Pecha Kucha style presentations (limit 6 minutes per presentation), short poster presentations (3 minutes) or facilitate a speed dating session (10 minutes per table) with a colleague.
- Leave sufficient time for discussion /question & answers
- For Q&A, try to involve all participants and prepare some questions yourself. It might be useful to contact your speakers beforehand.
- Water will be available for speakers.

## Technical Support

An audio-visual technician assistance will be available if required. AV technicians will be in the room for Gold and Silver Halls but 2 x 'floating' technician will be shared between meeting studios 211-212, 213-215 and 214-216.

Please report any problems in good time.

## Specific Instructions for the Chairs

**A short briefing session for all chairs will take place during the conference:**

**8:30-8:45 Tuesday 17th April, Lounge Magritte near Golden Hall**

**8:30-8:45 Wednesday 18<sup>th</sup> April, Lounge Magritte near Golden Hall**

The main purpose of this briefing session is to:

- Help you with any questions you might have
- In exceptional cases, raise any last-minute problems so that they can be resolved prior to the session

No hard copies of presentations will be provided, but electronic copies will be available on the EARMA web site after the conference.

## Contact information

**Annual Conference Planning Committee (ACPC)** (Please let them know of any issues with your session)

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Thank you for your valuable contribution to the EARMA conference. We hope this information is sufficient and useful for you.



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