BRIEFING NOTES FOR CHAIRPERSONS

Thank you for agreeing to chair a session at the 2011 IUGG General Assembly.

Whilst not difficult, this role is very important to the professional and timely delivery of the General Assembly program and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful General Assembly and we really appreciate your contribution.

These briefing notes are designed to assist you in undertaking your role as Chairperson of a session(s) in the program.

GENERAL INFORMATION

We kindly ask you visit the registration desk when first arriving at the General Assembly to collect your name badge and other related registration materials. From there you will be directed to the Speaker Preparation Room in Meeting Room 202, located on Level 2 of the Melbourne Convention and Exhibition Centre where you can check in with the audio visual technicians to see if all of the presentations for your session have been uploaded and ask any questions that you may have.

The registration desk will be located on the Ground Floor of the Melbourne Convention and Exhibition Centre. The desk will operate during the following times:

- **Monday 27 June 2011** .................. 1500 – 1900
- **Tuesday 28 June 2011** .................. 0730 – 1730
- **Wednesday 29 June 2011** ............ 0730 – 1730
- **Thursday 30 June 2011** ............. 0730 – 1730
- **Friday 1 July 2011** ..................... 0730 – 1730
- **Saturday 2 July 2011** .................. 0730 – 1730
- **Sunday 3 July 2011** .................... 0730 – 1730
- **Monday 4 July 2011** ................... 0730 – 1730
- **Tuesday 5 July 2011** ................. 0730 – 1730
- **Wednesday 6 July 2011** ............. 0730 – 1730
- **Thursday 7 July 2011** ............... 0800 – 1730

SPEAKER & CHAIR PREPARATION ROOM

The Speaker Preparation Room is located on **Level 2 in Meeting Room 202**. Please refer to the venue floor plan which will be included in the General Assembly Program Book you will receive upon arriving at the registration desk onsite.

The Speaker Preparation Room will be open during the following times:

- **Monday 27 June 2011** .................. 1500 – 1900
- **Tuesday 28 June 2011** ................. 0730 – 1730
- **Wednesday 29 June 2011** ............ 0730 – 1730
- **Thursday 30 June 2011** ............. 0730 – 1730
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- **Tuesday 5 July 2011** ................. 0730 – 1730
- **Wednesday 6 July 2011** ............. 0730 – 1730
- **Thursday 7 July 2011** ............... 0800 – 1730

All speakers are asked to load/check their presentation **at least 24 hours prior** to their session commencing to ensure the presentation is checked and tested. The Melbourne Convention and Exhibition Centre has installed electronic lecterns. You will be briefed on how to use this system when you meet with the audio visual technicians.

Roaming AV technicians will be onsite to assist with any troubleshooting during sessions.
PROGRAM DESK

The Program Desk is located on Level 2 in the Foyer area, at the front of Meeting Room 202.

The Program Desk will be open during the following times:

Monday 27 June 2011 .......................... 1500 – 1900
Tuesday 28 June 2011 ......................... 0730 – 1730
Wednesday 29 June 2011 ................. 0730 – 1730
Thursday 30 June 2011 .................... 0730 – 1730
Friday 1 July 2011 ............................ 0730 – 1730
Saturday 2 July 2011 ....................... 0730 – 1730
Sunday 3 July 2011 ............................ 0730 – 1730
Monday 4 July 2011 .......................... 0730 – 1730
Tuesday 5 July 2011 .......................... 0730 – 1730
Wednesday 6 July 2011 .................... 0730 – 1730
Thursday 7 July 2011 .......................... 0800 – 1730

Any questions regarding the program should be directed to the Program Desk.

SESSION DETAILS - CHECK AHEAD

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

The Program is subject to change so please ensure you check the Program Updates Boards located near the ‘Program Desk’ on Level 2 in the Foyer area, at the front of Meeting Room 202 (Speaker Preparation Room) or near the Registration Desk on the ground level of the Melbourne Convention and Exhibition Centre.

The Program Updates Boards and the online Program amendments will display the following changes to the printed detailed program and poster program:

- Cancelled presentations
- Movement of sessions between rooms
- Reinstated presentations as presenting author has now registered

The following changes to the program will not be updated on the boards or online:

- Change of presenting authors
- Change of chairpersons

The final (printed) program includes presentations of only registered speakers. However if a non-registered speaker arrives onsite to present an oral talk, the Chairperson may include their presentation in place of a ‘Discussion’ slot. If the session schedule does not allow for any additional talks, a poster presentation can be offered.

It is at the discretion of the Chairperson to use any of the ‘Discussions’ to accommodate additional presentations as in the case described above, or to invite a poster author to present their poster. The Discussion may also be used as an Introduction to Poster Presentations. These arrangements need to be discussed directly between the Chairpersons and speakers. You may wish to consult the Lead Convenor for your Symposium.

All changes to the program going forward must be:

- Emailed to the program managers at iugg2011presenters@arinex.com.au by midday Friday 24 June (AEST) / 0200 (2am) Friday 24 June (UTC).
- Communicated at the Program Desk on level 2 onsite at the Melbourne Convention and Exhibition Centre during the dates of the General Assembly. See opening hours above.
HOUSEKEEPING

At times it will be necessary for housekeeping announcements to be made at the beginning or end of sessions. These additional announcements will be provided by the General Assembly Managers either in person or will be left on the lectern prior to the start of the session. We request these announcements be made to ensure all delegates are aware of the necessary information.

Below are a few reminder announcements that can be made at the appropriate time in the session.

PROGRAM CHANGES: Program updates requested between now and Friday 24 June 2011 will be available on the program amendments online and on the Program Updates Boards onsite.

ONSITE PROGRAM CHANGES: All program changes will be listed on the PROGRAM UPDATES BOARDS located near the ‘Program Desk’ on Level 2 in the Foyer area, at the front of Meeting Room 202 (Speakers Preparation Room) and on a program update board on the ground level.

SPEAKER PREPARATION ROOM: Future speakers should be reminded their presentations MUST be handed to the technicians in the Speaker Preparation Room located on Level 2 in Meeting Room 202, at least 24 hours prior to their scheduled presentation time.

POSTER PRESENTERS: Hardcopy posters are mandatory and will be displayed for one day only. A detailed list of posters and allocated poster board numbers will be available online prior and also within the General Assembly Program Book, which speakers will receive when they collect their materials at the Registration Desk onsite at the Melbourne Convention and Exhibition Centre. Speakers will then need to ensure their poster is displayed on the correct poster board on the correct day.

A dedicated poster session is held each day of the General Assembly between 1500–1630. As a Chairperson you may wish to be present at your symposium poster boards on the allocated days to show your support to the poster presenters.

Speakers have been advised of an option of having their poster available for viewing via electronic poster format (ePresenter™) for the duration of the General Assembly and online after it.

MESSAGE BOARD: Any messages received during the General Assembly will be displayed on the Message Board located next to the registration desk on the ground level.

NO SMOKING: Please be advised this is a non-smoking building so please do not smoke while inside the Melbourne Convention and Exhibition Centre.

GENERAL ASSEMBLY MANAGERS: If you have any questions please see our General Assembly Managers at the registration or program desk.

INTRODUCING SPEAKERS & PRESENTATION TIMES

We request you assemble in your session room 10 minutes prior to the start of your session. The speakers have also been advised to meet with their Chairperson at this time. This will give you an opportunity to introduce yourself and discuss anything further with your speakers in preparation for their introductions.

Firstly, please welcome the audience to the session theme, outline any housekeeping notes and introduce the speaker by name followed by their abstract title.

Speaker biographies can be found here. These are sorted by date and time order of the program. Simply search (Ctrl F) within the PDF to locate your session code (eg. JM10S4) to find your speaker biographies. You can then print just your allocated pages, if you wish. Any summary of biographical data must be kept to a minimum or 20 to 30 seconds.

Presentation lengths vary from session to session, it is imperative to review session timings within the program. Please ensure an introduction and question and answer time is managed with the speaker prior to the session.

Please click here to view your program details.

It is extremely important to keep the program to time. This allows delegates a chance to move between session rooms and ensures all speakers are given their allocated time to speak.
PRESENTATION TIMES: As instructed by the Local Organising Committee, Oral presentations for a 15 minute talk should be no longer than 12 minutes, with 3 minutes for questions and changeover. Speakers should be warned 2 minutes before the end of the 12 minutes and they should be cut off at 15 minutes. For 30 minute invited speaker presentations, the oral presentation should be for 25 minutes with 5 minutes for discussion. If a speaker finishes early, DO NOT START THE NEXT PRESENTATION UNTIL THE SCHEDULED TIME. Fill in any spare time with some general discussion or questions for previous speakers.

In cases of free time slots, which are already in the schedule due to late withdrawal of speakers or because some speakers do not show up, in consultation with the Lead Convenor, you are encouraged to arrange a replacement speaker, or invite poster presenters to give a 5 minute summary or their poster, or arrange a general open discussion of the theme topics of the symposium. UNDER NO CIRCUMSTANCES ARE YOU AUTHORISED TO CHANGE THE SCHEDULED TIMES OF PRESENTATIONS TO ELIMINATE A GAP. ALL SCHEDULED TALKS MUST BE PRESENTED AT THE TIME THEY ARE SCHEDULED IN THE PROGRAM BOOK. Please note this is essential so that delegates who come to your symposium at a specific time to hear a specific talk are not disappointed by random ad hoc scheduling changes.

Should one of the presentations in your session be cancelled or the speaker is not present, please keep to the program running order. The same policy applies if a speaker should finish their presentation earlier than expected. This will allow for discussion time or allow participants to move between sessions to attend other presentations at scheduled times.

If you have any questions, either before or during your session please contact the Program Desk or the AV technicians in the Speaker Preparation Room.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the General Assembly:

- One projection screen or plasma screen (for smaller rooms)
- One PC Compatible electronic intelligent lectern, which operates as a computer
- One High Definition Widescreen Data Projector
- Microphone and Light attached to the lectern.

Capabilities to play DVDs or Music CDs are available, please ensure you check in with the technicians in Speaker Preparation Room at least 24 hours prior to the session commencing.

Overhead and Slide Projection will not be available.

Should you require additional equipment it is essential you contact the General Assembly Managers to discuss your requirements. We will endeavour to accommodate all requests however these cannot be guaranteed. Please note additional equipment hire may be at the expense of the speaker.

In the unlikely event any of the equipment fails, speakers have been requested to press the ‘Help Required’ button located on the electronic lectern and continue with their presentation. It may be necessary for you to prompt the speaker to continue if this should occur.

The speakers have been advised that Chairperson(s) will time their presentation and give them a warning at 2 minutes remaining and at time up. Please discuss this with the speakers upon meeting them before the session commences.

SESSION ROOM SET UP

There will be reserved seating for session presenters at the front of the room for the duration of the session. Presenters should sit at these seats from where they will be called to the lectern in sequence by the Chairpersons. Delegates will be seated in theatre style.

MEDIA

As all General Assembly sessions are open to the media, presentations may be attended or recorded by media representatives. Media may also wish to interview presenters after their presentation and therefore the General Assembly organisers will provide a dedicated media unit and media room should you require support, advice, or a venue to conduct interviews.

LANGUAGE

Please note the official General Assembly language is English. All presentations must be made in English.
FURTHER ASSISTANCE

If during the session you or the speakers are subjected to inappropriate interjections, interruptions or other disruptions that persist after you ask for them to stop, please ask the IUGG volunteer in your room to seek assistance.

If you require technical speaker assistance, please email iugg2011presenters@arinex.com.au

For all other enquiries, please contact the General Assembly Managers, arinex at:

Email: iugg2011presenters@arinex.com.au
Phone: +61 3 9417 0888
Fax: +61 3 9417 0899
www.iugg2011.com

Thank you for your help in making the IUGG 2011 General Assembly a success!