



Chair Guidelines

These briefing notes are designed to assist you in understanding your role as an MC/Chairperson within the virtual Congress program.

The role is very important to the professional and timely delivery of the program and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful event and we appreciate your contribution.

This year's Congress is being presented on a virtual platform, and the following information outlines the key responsibilities of the Chairperson. Please read the below to ensure the smooth running of your session.

Key Tasks and Responsibilities

Your main role will be to provide a brief introduction to the session and facilitate the live Q&A.

Be sure to read the specific details below about joining your virtual session successfully.

BEFORE YOUR SESSION

Hardware

In addition to participating in the session on your desktop computer, we strongly recommend that the Chair has a second device (phone or laptop) to view the questions coming from the Q&A in the virtual platform. This will make it easier for you to monitor the questions without switching screens. Ensure your camera and microphone on your main device, and internet are all working properly.

Software

A video conferencing software will be used on the day of your presentation. Please ensure you have these basic requirements below. We will send correspondence with your link and the process on the day.

- Computer (Mac or PC) Please do not join on a phone or iPad.
- **Google Chrome browser is recommended** - Firefox and edge will also work. **PLEASE MAKE SURE YOU DO NOT USE SAFARI IF ON A MAC AS ITS NOT SUPPORTED.**
- Headset with microphone or good quality computer speakers/mic
- High speed internet connection (capable of at least 5mbps up and down). Most internet connections support this. Please have your phone charged in case your internet is not good on the day and you need to hot spot.
- Please ensure you are in a quiet, well-lit space to join the Q&A online.

Connecting you to a meeting

You will receive a link to a URL as part of a calendar invitation from Think Business Events closer to the Congress. When

you join you may be kept in a virtual 'waiting room'. This means that the AV tech knows that you are there and will allow you to join the session once ready.

Speaker and Chair Training session

We strongly recommend you attend a rehearsal session so that you can familiarise yourself with the virtual platform (you will be sent a link). If you can't make it, a recording of the session will be made available. This session will run through:

- How to access the platform
- What happens on the day of your session
- Provide an opportunity to ask questions

If you are a speaker in another session, this training will cover information for both speakers and Chairs.

DURING YOUR SESSION

Joining the session

Join your session half an hour before it starts so that you can meet the speakers and technical team. The technician will run through the session with everyone and do a quick technical check to ensure your camera, microphone and internet are all working.

If any pre recordings are playing in the session, the AV tech will be time keeping and posting a countdown in the stream chat. The AV tech will queue you in prior to the Q&A so that the session is seamless. As you reach the end of the session, the tech will prompt you at 5 minutes to go and begin wrapping up.

Introductions and Acknowledgement

A key role of the chairperson is to introduce the session and the presenters. At the beginning of the session, please provide a **brief introduction** to the session and welcome all Congress delegates. Please refer to the accompanying introduction guide. Keep your introduction as brief as possible to ensure the session runs to time. The Q&A component of your session will be live, and you will be required to facilitate this and close the session.

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 congress website at <https://www.ranzco2021.com/wp-content/uploads/2021/11/RANZCO-Abstract-Handbook-2022.pdf>) You can download your session information including presentation titles and abstracts there. The Congress Office will keep you posted on any changes to your session.

Engage and encourage interaction with the audience in this virtual setting! Advise delegates to participate in live polls (if applicable), ask a question via the Q & A box (remind them to include the speakers name in their question), post a chat and provide session feedback at the end.

At times it will be necessary for housekeeping announcements to be made at the beginning or end of the session. These announcements will be provided to you by the Congress Managers via email. We request that these announcements be made to ensure that all delegates are aware of the necessary information.

Presenters

Speaker biographies (where provided) are linked to the speaker profile in the session.

We recommend that you meet the speakers in the link provided 30 minutes prior to the beginning of the session. This will enable you and the speakers to meet each other as well as the opportunity to check audio and visuals.

Time Keeping

In the interests of keeping an efficient program schedule, please ensure your session runs to time.

The Chairperson will be responsible for time keeping the live Q&A component of the session, so it is recommended to warn speakers a few minutes before the Q&A session is scheduled to end.

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 are 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 include asking the audience their experience with clinical scenarios and discussing controversies.

We will not be altering the speakers' allocated time within each session because delegates may tune into the sessions so they can hear specific speakers.

Question Time

The Chairperson plays a key role in facilitating question time within the session. It is recommended that you prepare at least one question per presentation during the Q&A. If a presenter is not asked any questions from the delegate audience, please ask the presenter a question. If you have a panel, encourage one member to keep an eye on the questions as they come in and respond to them as they come in, during the presentation or during the allocated time for Q&A.

INFORMATION AND TIPS FOR A VIRTUAL ENVIRONMENT

When you are Chairing, introducing speakers and facilitating live Q and A, you will be visible to the audience.

This event is a virtual version of a traditional in-person event. The delivery of the event is produced like broadcast TV, and you will be 'on-air'.

Some general advice for attire:

- Wear smart casual clothing (not sweatshirts, 'hoodies' or at-home lounge-wear unless appropriate to the session).
- A neat and tidy appearance is always appreciated
- Pull back or place any hair away from the face and remove hats or other obstructions so the audience can see you

Don't keep the audience waiting. Be early and on time.

Viewers will be watching the session from the moment it starts, just like an in-person event. The event schedule is precise, and everyone needs to play their part to ensure things are on time. Please connect to the back of house meeting approximately 30 minutes before your session

During this time, please ensure your microphone and speakers are working. The Session Host will assist you to join the meeting with the presenters and ensure you are ready to begin.

The audience can see behind you and hear what's happening in your room

Attendees will be watching you on camera as well as any content you share. The audience will see what's behind you, so make sure it's a good-looking background! Don't forget that the audience will hear anything that's happening around you.

Things to do:

- Have a plain, blank wall if possible
- If a plain, blank wall isn't available, make sure you are located somewhere where the background is appropriate (you may prefer to avoid kitchens and bathrooms)
- Ensure there isn't any movement happening behind you. People or animals walking around are a distraction
- Be alone in the space, away from loud noises

- Have your camera at face height if possible so the attendees aren't looking up your nose or down at your forehead
- Check your microphone and speakers before Congress day, and again when you login for your assigned session.
- Make sure there aren't any offensive items in your background (posters/images with vulgarity etc.)

Things to avoid:

- Have any animals or people in the background
- Be in a public location or open plan office
- Have any background noises in your surroundings
- Present in a congress room where the audio or video quality is not suitable. Presenting on your own device is a much better result

Speaking to the Audience

Some helpful hints for speaking to a virtual audience:

- Look into the camera, when possible, rather than at the screen – The camera is the audience
- Stick a piece of paper with an arrow pointing to your camera saying '**Look Here**'
- Speak clearly and loudly
- Keep a good pace
- Make sure your energy and delivery are at the same level or higher as when in person

Thank you for your help making the 52nd RANZCO Congress a success!

For any enquiries, please contact the Congress Office:



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