CHAIRPERSON BRIEFING NOTES

These briefing notes are designed to assist you in understanding your role as Chairperson within the AES 2015 International Conference Program.

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

As Session Chair, you are responsible for the presenters in your session. Seize the opportunity to build a learning community. Part of your role is to know who is presenting in your session and the focus of their work. You also play an important role in engaging with the audience and ensuring that everyone observes the ground rules. Here are some tips for being a great session chair.

- **Arrive early**, at the correct room (up to date room allocations are always available in the online program: https://aes2015internationalevaluationco.sched.org/) and at least 15 minutes before the session is due to start. Identify the speakers and help them to feel at ease.
- **Brief the speakers on the session format.** Each session runs to either 60 or 90 minutes and contains between 1 and 3 presentations. Confirm the time that each speaker will have to present and the time available for questions.
- **Talk tech.** Give all the speakers an opportunity to check their presentation is available and, where necessary, show them how to control the presentation. Ask for assistance from MCEC technical support if necessary. The list of speakers for the session should be visible when you arrive. You can access the presentation by clicking on the name of the speaker. At the end of the first presentation, click on the name of the next speaker to open their presentation.
- There will be two audio visual technicians roving between the breakout rooms (107 to 112) or can be contacted via the speakers preparation coordinator, and two stationed in the Plenary, for any AV assistance that you may require.
- **Where am I sitting? If the room set up allows, have the presenters all sit together. As session chair, sit closest to the lectern as you will be getting up to introduce each speaker and open and close the session.**

Once the speakers and audience have arrived, here's how you can keep the session on track.

- **Start and finish on time.** Maximise the time you have available by getting the audience settled quickly and starting on time (not early). Encourage the audience to

take their seats and, where possible, suggest that audience members move to the front of the room and to the centre of the rows of seats so that people who come in late can quickly find somewhere to sit without disrupting the speaker.

Set the stage. Welcome the audience and introduce yourself (name and affiliation). Let the audience know what the focus of the session is. Ask them to turn their phones to silent. Remind them what the session format is; how long each presenter will have to speak and how long the audience will have for questions. Example: *Welcome to this session, which focuses on using surveys as a data collection tool. My name is Seuss I am, and I work at the Research Centre for Green Eggs and Ham. I'll be the chair for this session. We have 60 minutes for today's sessions, and two, 15 to 20-minute presentations. There will be 5 to 10 minutes at the end of each presentation for you to ask questions. I'll be keeping presenters informed about how long they have left, and stopping them when they need to finish.*

Today, the presenters will cover a range of topics relating to using surveys, including useful ways to access hard-to-reach populations, and how online surveys can help boost response rates.

It's now my pleasure to introduce our first speaker …

- **Introduce each presentation.** Use the presenter profiles to introduce each speaker, noting their name and affiliation and the general topic. Transition between presentations by thanking the previous speaker and introducing the next. Some presenter bios are available online at https://aes2015internationalevaluationco.sched.org/ All bios will be available to you on the day of the session.
- **Watch t clock!** Use a pre-agreed signal to warn the speaker as their time elapses. Dinging on something with a pen works!
- **How do I make it stop?** Be polite, but forceful if a presenter does not stop when required to. You can do this by standing, moving toward the lectern, thanking the presenter and stating the need to move on. Encourage the presenter to move to a slide that displays their contact information.
- **Facilitate discussion.** Keep a note of who has raised their hands and call on people in turn. Set an expectation for professional, courteous discussion. Ask that questions be short and targeted, and encourage people to follow up with the speaker after the session. If lots of people have questions, try to avoid any one person taking over the discussion.
- **Ensure everyone hears the question.** People in the audience are typically facing forwards, and people sitting behind them may not hear the question. Use the lectern microphone to repeat the questions that audience members ask. This also gives the speaker a chance to think about their response. Be careful not to let the question time go longer than allowed.
- **Tie up the loose ends.** Help to finish up the session by thanking the presenters and the audience. If there is a session following, ask that the audience leave the room quickly.

It is **extremely important** to keep the program to time. Please be aware of the time periods within which speakers have been designated to present.

If one of the papers in your session is cancelled or the speaker is not present, please keep to the program running order. **We request that the order of the presentations remain the same,** and any gaps should be filled only by informal discussions. The same policy applies if a speaker should finish their presentation earlier than expected. This will allow participants to move between sessions to attend presentations at their scheduled times.

Presentation Times and types:
Each presentation allows for the following time frames. In the program, a 25 minute oral presentation has been allocated 30 minutes in order to allow for a change over time between sessions. Likewise a 50 minute oral presentation has been allotted 60 minutes in the program.

Short paper – 25 minutes (15-20 minute presentation, with time for questions, as negotiated by presenter and chair)
Long Paper – 50 minutes, (two 15–20 minute presentations or one 40+ minute presentation, with time for questions, as negotiated by presenter(s) and chair)
Panel – 60 minutes
Skill Building Session – 25 or 50 minutes
Consultation and Collaboration - 25 or 50 minutes

Please see the appendix for more details on the procedures for each presentation type (or modality).

HOUSE KEEPING ANNOUNCEMENTS
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 by the AES conference staff, either in person or will be left at the front of the session room on the lectern prior to the start of the session. We request that these announcements are made to ensure that all delegates are aware of the necessary information.

AUDIO VISUAL

Every Convention Centre presentation room is equipped with:
• Screen/s
• a sound system
• a presentation computer with internet access
• lighting
• an intelligent lectern, and
• Q&A microphone where necessary

Microphones will remain on. It is unnecessary to turn them off. In the unlikely event that any of the equipment fails, speakers are 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 order to assist with any audio-visual requirements.

Thank you for your help in making the AES 2015 International Conference a success! For further details or assistance, please email conference@aes.asn.au

APPENDIX

aes15 Session chairperson briefing notes, August 2015

Presentation formats for conference presentations

The following presentation formats apply to conference presentation proposals. Applicants are asked to choose the most suitable format as part of their submission.

1. Short Paper

Duration: 25 minutes

Procedure: 15-20 minute presentation, with time for questions, as negotiated by presenter and chair

Content: A formal, thematic, presentation focused on an issue facing the field of evaluation

Abstract: Details the focus of the paper and the way(s) in which it contributes to the body of knowledge in the field of evaluation.

2. Long Paper

Duration: 50 minutes

Procedure: Two 15–20 minute presentations or one 40+ minute presentation, with time for questions, as negotiated by presenter(s) and chair.

Content: The long paper session is a formal thematic presentation focused on an issue facing the field of evaluation. It gives more time for in depth exploration of the ideas presented and may be comprised by multiple presentations (linked papers) or a single presentation. The long paper mode is also suited to a single expert lecture. If you have multiple experts on the same topic, please submit a panel session instead.

Abstract: Details the focus of the paper and the way(s) in which it (they) contributes to the body of knowledge in the field of evaluation. Include two abstracts for a two-paper session.

3. Panel

Duration: 50 minutes

Procedure: May have a set amount of time for each panelist to speak or a more discussion oriented format, typically with time for audience comments and inquiries, as negotiated by panellists and chair.

Content: A panel session is a group presentation of a suite of ideas, innovative methods, or discussion by experts on a topic of interest.
Abstract: Includes a description of the topic and its importance, the panellists and their backgrounds in relation to the topic.

4. Skill Building Session

Duration: 25 or 50 minutes
Procedure: Participatory session, most of the time spent with the presenter engaging the audience with a specific skill/tool/concept, taking inquiries throughout or at the end, as negotiated by presenter and chair.
Content: In a skill building session, the presenter delivers a demonstration or mini-workshop experience that enables attendees to see and/or practice a particular skill, concept or tool.
Abstract: Includes a detailed discussion of why this skill/tool/concept is important, how the presenter will teach the skill within a short time frame, and how the presenter will enable attendees to learn more after the session.

5. Consultation and Collaboration

Duration: 25 or 50 minutes
Procedure: The presenter poses the problem, issue, or topic and sets out the framework for discussion/activity. Attendees, seated in table groups work on their assigned task, and then report back to the large group. Time for each component will be dependent on session length and negotiated by presenter and chair.
Content: Consultation sessions are highly interactive and designed to get input from the attendees. The session may be a) a roundtable with a short presentation and discussion on a specific idea or issue or b) a problem solving session to which the presenter brings a particular evaluation challenge and asks the group to contribute their thinking towards a solution.
Abstract: Includes the topic for discussion, either a theoretical or practical issue, a purpose for the collaboration and consultation activity, how the presenter will solicit feedback from attendees, and how the information contributed will be used after the session.