



XVth International Congress on Animal Hygiene 2011

“Animal Hygiene and Sustainable Livestock Production”
Vienna, Austria - July 3 – 7, 2011

GENERAL GUIDELINES FOR CHAIRS AND PRESENTERS

Before the session

CHAIRS: Meet with the **support staff** in your lecture room prior to your session to review the workings of the lights, the AV equipment, etc.

SPEAKERS: Check in your presentation with the lecture hall technician **as early as possible**. All presentations must be loaded onto the laptop provided.

Presentations must be **compatible** with the software that will be loaded on to the laptops which includes: Windows XP, Office XP (**PowerPoint**) and Windows Media Player.

Presentations must be saved either on a **memory stick or CD**. Laptops do not accept diskettes.

15 minutes before the session begins

Chairs: Meet with all your speakers **15 minutes before the start of your session**. Help them feel comfortable with the room arrangements and fellow participants. Discuss their positions at the podium and remind them of their time limitations.

Describe to your speakers the method you will use to notify them when they are nearing their presentation time limit (10-12min) and how you will interrupt them if they have reached the end of their allotted time.

Inform your speakers of the exact time that each of their talks are to begin, and remind them that attendees are free to get up and move to another session after each talk. Two or three minutes should be allocated for this anticipated movement of people from session to session.

Further explain that because of this expected movement, it is particularly important for each talk to finish on time AND for the next speaker to begin at the appropriate time (even if the previous speaker ends early).

SPEAKERS: Meet with your session chair **at least 15 minutes before the session begins** to ensure that the AV equipment needed operational and that you know how to operate it.

At the session

CHAIRS: For each talk, introduce the speaker with max two sentences; give their affiliation and the title of their talk. It is nice to give a brief introduction of the speaker -- perhaps their background, or how their talk fits into the scheme of the session or conference. You may wish to use the published abstract as a starting point for this "introduction" material.

Watch the time: Ensure that the session begins and ends on time. Hold presenters to their allotted time slots. **Show sign when 3 min are left.** Be sure to leave time in your session for audience questions.

SPEAKERS: Do not talk longer than your allotted time (10min). Your session chair will help you keeping the time with a warning signal 2-3min before end of your time.

Keep your time limit as many sessions are parallel and people will enter or move to other lectures during your session.
