

# IOP 2011

9th Industrial and Organisational Psychology Conference  
23-26 June | Brisbane Convention and Exhibition Centre

*Connectivity in a dynamic world*  
*Human connection in a world of rapid change*

## **BRIEFING NOTES FOR CHAIRPERSONS OF KEYNOTE, SYMPOSIA, FORUMS & INDIVIDUAL PAPER SESSIONS**

Thank you for agreeing to chair a session at the 9<sup>th</sup> Industrial and Organisational Psychology Conference. Whilst not onerous, this role is vital to the professional and timely delivery of the Conference Program.

The Program Committee appreciates your willingness to help ensure the efficient delivery of Conference presentations and has prepared these guidelines to assist you.

### **Session Details – Check Ahead**

You will have already been notified as to which session you are scheduled for, but please double check the program upon your arrival and also check with the conference secretariat for any last minute changes.

### **Chair Registration**

Upon your arrival, please visit the Registration Desk to register for the conference. This will allow the Conference Managers to confirm your arrival at the conference and to advise you of any relevant changes to the Program.

### **Session Venue – Arrive Early**

Please arrive in the Session Room **at least 15 minutes prior** to the start of your session. This will allow time for you to introduce yourself to speakers. Ensure that they have visited the Speakers Preparation Room and had their presentation uploaded to the central IT system.

Please explain the seating set up, explain arrangements for questions/discussions following the conclusion of each presentation, and advise speakers that you will give them a warning at 2 minutes remaining and that, when their time is up, you will stand to conclude the presentation and invite questions from the audience.

### **Set Up**

There will be reserved seating for the speakers at the front of the room for the duration of the session, and most rooms have a head table for you.

### **Best Paper Awards**

If you are chairing a session where a presenter is a Best Paper Award recipient, please acknowledge the award accordingly.

## Chairing – Be Well Prepared

When chairing your session, please adopt the following standard practices:

- Always remember to **speak into the microphone**, don't turn away to look at speakers – you won't be heard.
- Identify yourself and your affiliation at the beginning of the session.
- If relevant, thank the session sponsor.
- Check the pronunciation of any speaker's name that is not familiar to you.
- Introduce each speaker in turn.
- It is important to keep your introduction brief.
- Announce the title of the paper and then welcome the speaker to the lectern.

## Question Time

Request delegates identify themselves by name and affiliation and ask them to keep their questions brief and to the point so that you can take as many questions as possible in the time allowed.

During each presentation, make notes of possible questions for each speaker in case the discussion needs a change in direction.

You may receive written questions before the session. It is your prerogative to decide whether or not they are relevant to the topics presented and/or should take precedence over questions from the floor.

At the end of session, thank the speakers and make any housekeeping announcements.

## Chairing – Keep to Time!

You are responsible for the smooth running of your session. It is extremely important to keep the program to time.

Please have a copy of the Conference Program on hand and be familiar with the time allocated for each presentation within the session.

The following times have been set aside for presentation types:

- **Keynote Speakers** have a maximum allocation of 60 minutes (50-minute presentation time plus 10 minutes for questions)
- **Individual Paper** sessions have times have been allocated 20 minutes in total (including questions/discussion).
- **Symposia and Practice** forums have a maximum time of 90 minutes. Exactly how the time will be distributed across the individual contributions is subject to the discretion of the chair, who will be the convener.

- **How to Sessions** – Each session has been allocation 45 minutes for complete delivery, including questions.

Alert the speaker when they have 2 minutes remaining and when their time is up.

If necessary, you should also stand up at full time to conclude the speaker's presentation. Be firm in cutting off the speakers when their time has expired. This will ensure that all speakers are given their allotted time and will allow time for discussion.

At the end of each presentation, direct questions to the speaker, and if possible have a question of your own ready in case there is no initial question from the audience.

At the end of the scheduled time, ask the audience to join with you in thanking the speaker.

It is important that the time allocation is strictly observed.

**Important** - Should one of the papers in session be cancelled or a speaker not turn up, please explain the situation to the audience and proceed without them, allowing existing speakers extra time if desired or more time for discussion.

## **Housekeeping**

At times, it will be necessary for housekeeping announcements to be made either before or at the end of the session. These announcements will be provided by the Conference Managers when you report to the Registration Desk or will be left on the lectern prior to the start of the session. Please remember these announcements to ensure that all delegates are aware of necessary information.

## **Audio Visual Equipment**

The following audio visual equipment will be made available in the session room at the Conference:

One data projector and screen  
One PC compatible computer  
Lectern and microphone

Microphones will remain on. It is unnecessary to turn them off. In the unlikely event that any of the equipment fails, speakers have been requested to continue with their presentations whilst the operator rectifies the problem. It may be necessary to prompt the speaker to continue, if this should occur.

If there are any audio visual problems, ask one of the student helpers allocated to your session to go and ask for assistance. A technician will be available to assist with any audio visual requirements or problems that may arise.

**Thank you for your help in making the  
9<sup>th</sup> Industrial and Organisational Psychology conference a success**