



TheMHS Learning Network Inc
PO Box 192, Balmain, NSW, Australia, 2041
P: +61 2 9810 8700
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www.themhs.org
ABN: 53 621 201 979

CHAIRPERSON'S DUTIES

1. MEET PRESENTERS

- Please meet the presenters of your session 10 minutes prior to the commencement of the session at the session venue.
- It is crucial to inform us if you are unable to chair – please advise Alexis or Anne at the office on +61 2 9810 8700 / info@themhs.org before 2.00pm Friday 23rd August or if it's last minute then at the Registration Desk at Brisbane Convention & Exhibition Centre from Tuesday 27th August (9.00am–4.30pm).

2. COLLECT BIOGRAPHIES

- Please report to the Registration Desk on the day you are chairing.
- Most presenters have given their biographies to TheMHS. Hard copy biographies are available from the Registration Desk at the conference or online via the website or conference mobile app. Please use their biography to introduce them at the beginning of their particular presentation. Please note that some presenters may not have submitted a biography.
- Please check at the Registration Desk well before your session starts so that you are not delayed in getting to your session venue at least 10 minutes prior to the session.

3. INTRODUCE SPEAKERS

Introduce the presenters at the beginning of each paper in the session. Thank each presenter for their presentation and their contribution to TheMHS Conference.

4. TIMEKEEP and KEEP ORDER OF PRESENTATIONS

- Papers 20' are scheduled for 20 minutes duration plus 10 minutes for discussion at the end of each presentation.
- Snapshots/Brief Papers are scheduled for 10 minutes duration and discussion time should be allocated to the end of the session instead of at the end of each presentation.
- Please ensure that presenters adhere to these time constraints. It is unfair to the presenters who follow, if one paper goes over time.
- Please follow order of presentations as they are listed in the program. If for some unforeseen reason, this is not possible, please announce any change at the beginning of each presentation in the session.
- If a presenter does not show up, please just proceed to the next presenter. Don't leave a gap in the program.
- Cue cards (5 mins, 2 mins and 1 minute) will be available to be used by the Chairperson as a time reminder to the presenter.



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5. CHECK MESSAGE BOARD FOR PROGRAM CHANGES

- **Withdrawn Presentations:** Please check the message board near the Registration Desk for the up-to date information about program changes. There may be papers that are withdrawn from your session. If so, you may allow presenters a little extra time to present or a little extra time for discussion. Also, please let the audience know if you have chosen to extend some of the presentations in this way. Please make sure that the total session does not go over time.
- We will also announce any program changes via the mobile up message function.
- **A list of chair people and their sessions will be displayed on the notice boards at the conference.**

6. DISCUSSION TIME

Please prepare a question for the presenter/s, to be used if no other questions emerge. By kicking off with a question, audience questions/discussion is likely to emerge. Request and ensure audience questions are short and not long statements

7. TELL US ABOUT PROBLEMS

Please advise Alexis or Anne at the Registration Desk if a presenter does not turn up or if there are any other problems. If there are any difficulties with audio-visual equipment please contact an audio-visual technician located near your room or in the speakers preparation room.

8. Please thank the speakers and audience at the end of the session.