



**AACBT**

AUSTRALIAN ASSOCIATION  
FOR COGNITIVE AND  
BEHAVIOUR THERAPY

## CHAIR INSTRUCTIONS

Thank you for agreeing to be a session chair at the Australian Association for Cognitive and Behaviour Therapy National Conference.

### Roles and Expectations

#### Prior to the session

- Collect your housekeeping notes and speaker biographies (if req.) from the registration desk
- Arrive to the session room 5-10 minutes prior to the session commencing

Note: Biographies are required to be read for Keynote & Invited speakers only. If you are chairing an open paper, symposium session, or rapid poster presentations, please ask the speakers to do their own (brief) introduction.

- Check the program and be familiar with the time/s allocated for each speaker
- **Determine that all speakers are in the room and advise them that they will be kept to time**

#### During session

- Welcome the delegates to the session
- If required, read housekeeping announcements.
  - *Please read out all announcements, as some delegates may be attending their first session*
- Introduce the speaker/s
- Ensure the speaker/s **KEEP TO TIME**
- If the speaker/s are falling behind time, please **MOVE ON** to the next speaker **WITHOUT allowing questions or discussion**
- During question and answer time ask the audience if there are any questions.
  - If necessary, you should ask questions to start off the discussion
  - If a Plenary Session, ask delegates to approach the microphone to ask their questions, or direct the volunteer to assist
  - In other rooms, ask for an indication of people with questions then select as time allows

The conference committee would once again like to thank you for your participation and appreciate the time you have given to support the conference.