



AACBT

AUSTRALIAN ASSOCIATION
FOR COGNITIVE AND
BEHAVIOUR THERAPY

CHAIR INSTRUCTIONS

Thank you for being a session chair at the AACBT national conference.

All presentation rooms will have virtual moderators to assist with technical matters.

All sessions (*Keynote & Invited Speakers, Symposium, and Open Papers*) – Roles and Expectations

Prior to the session

- Arrive in the virtual room (5-10 minutes) prior to the session commencing
- Check if any of the presenters are available in the room

In the session

- Your presentation/s will be scheduled to begin at the programmed start time
- All presentations will be played without break – IE no Q&A between presenters

At the end of the session

- In the time remaining at the end of the session, encourage engagement between the audience and the presenters
- Use the “Spotlight” function to allow speakers to be heard by the entire room

Special notes:

Keynote & Invited Speaker sessions – Roles and Expectations

Prior to the session

- Check your email for your speaker biographies
 - you don't need to read out the bio, but rather it is background material to assist with Q&A as may be required

Open Paper sessions – Roles and Expectations

Prior to the session

- Read the abstracts for your session to prepare for possible Q&A

The AACBT national conference committee thanks you for your participation and appreciate the time you have given to support the conference.