



# 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

- Check the program and be familiar with your session time/s
- Arrive to the session room 5-10 minutes prior to the session commencing
- Introduce yourself to the AACBT room volunteer – they will provide you with any materials required

Note: Biographies are required to be read for Keynote & Invited speakers only.

For other sessions, please ask the speakers to do their own (brief) introduction.

*Their introduction is included in their allocated speaking time.*

- 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, and if required, read housekeeping announcements.

*Please read out all announcements, as some delegates may be attending their first session, especially fire safety, etc*

- Introduce the speaker/s and ensure that 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.