



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 any provided announcements.

Please read out all announcements (especially fire safety, etc) as this may be the first session attended by some delegates.

- 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**
 - **Please note** – you may need to ask a speaker to stop presenting if they are running long. We have an extensive program and multiple, concurrent sessions.
- If you have time for questions and answers, ask the audience to participate.
 - 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.