



GUIDELINES FOR CHAIRPERSONS AND SPEAKERS

The purpose of this document is to provide Chairpersons and Speakers with guidelines for the Congress.

*It is important to note, from the onset that **time keeping** is of utmost importance, poor timekeeping has a snowball effect and risks affecting other speakers and sessions.*

CHAIRPERSONS

The role of the Chairperson is to ensure that a session is conducted in an orderly manner. The Chairperson has to provide a brief introduction of each speaker at the beginning of a session. It is not necessary to provide an overview of the paper that will be presented by the speaker. It is imperative that the Chairpersons adhere to stipulated timeframes for the sessions. This includes ensuring that each presenter only utilizes the allocated time to conduct his/her presentation.

The Chairperson is requested to facilitate the discussion and questions process, only during the time allocated for discussions as specified in the programme. Chairpersons may deem it appropriate to stimulate questions and discussions but are cautioned not to play the role of a discussant.

The Chairperson should consult with each presenter as to how they may prefer to be introduced. The Chairperson and Speakers are requested to be at their room as indicated in the programme 15 minutes prior to the commencement of the session. This will allow participants to work out the proceedings of the session. It will also allow time to ensure that the correct presentations are available for screen projection purposes.

Chairpersons will be required to recognize the leadership of ILERA and the Sponsors.

There will be WIFI available at the Congress venue for the convenience of those attending physically.

SPEAKERS

Speakers are kindly requested to take individual responsibility for delivering their papers while keeping within the prescribed timeframes as contained within the programme. Time has been allocated for discussion as prescribed in the programme.

Speakers are requested to email their papers by 31 August 2021 and the PowerPoint presentation by 22 September 2021. A prescribed PowerPoint template will be sent to speakers prior to the due date.

For the duration of the Congress there will be a speaker room available. Speakers will be able to make any final adjustments to their presentations. There are workstations and a network printer available in the speaker room, available to speakers who require such facilities. This operates on a first come - first served basis. The hotel also has a media center that may be used by guests.

All full papers will be made available to all delegates and uploaded to the Congress website.

MASTER PACK (CHAIRPERSONS)

The Secretariat will compile a "Master Pack" for each Chairperson. This pack will contain the following:

- USB memory stick with all of the sessions presentation,
- Printed copies of the presentation,
- The programme,
- Relevant speaker profiles.

ASSISTANCE

If there is any assistance required, please consult the following persons:

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