



CHAIRPERSON BRIEFING NOTES

The International Society for Behavioural Nutrition and Physical Activity welcomes your contribution to the 2011 Annual Meeting.

Thank you for agreeing to chair a session at the International Society for Behavioural Nutrition and Physical Activity 2011 Annual Meeting. The Organising Committee appreciates your willingness to help ensure the efficient delivery of the presentations within the various sessions.

Whilst not difficult, this role is very important to the professional and timely delivery of the Meeting program and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful Meeting and we really appreciate your contribution.

These briefing notes are designed to assist you in undertaking your role as Chairperson of a session(s) in the program.

GENERAL INFORMATION

We kindly ask you visit the registration desk when first arriving at the Meeting to collect your name badge and other related registration materials. From there you will be directed to the Speaker Preparation Room where you can check in with the audio visual technicians to see if all of the presentations for your session have been uploaded and ask any questions that you may have.

The registration desk will be located on the Level 2 of the Melbourne Convention and Exhibition Centre.

The desk will operate during the following times:

Wednesday 15 June 20110900 – 2030
Thursday 16 June 20110700 – 1900
Friday 17 June 20110730 – 1800
Saturday 18 June 20110730 – 1500

SPEAKER & CHAIR PREPARATION ROOM

The Speaker Preparation Room will be located on Level 2. Please refer to the venue floor plan which will be included in the Meeting Program Book that you will receive upon registering.

The speakers' preparation rooms will be open during the following times:

Wednesday 15 June 20110800 – 2030
Thursday 16 June 20110700 – 1900
Friday 17 June 20110730 – 1800
Saturday 18 June 20110730 – 1500

Speakers have been asked to load/check their presentation with the audio visual (AV) technicians at **least 24 hours prior** to their session commencing to ensure the presentation is checked and tested.

Roaming AV technicians will be onsite to assist with any troubleshooting during sessions.

The Melbourne Convention and Exhibition Centre have installed new electronic lecterns. You will be briefed on how to use this system when you meet with the AV technicians in the event that a speaker asks you a question.

Any questions regarding the program should be directed to the Registration Desk.

SESSION DETAILS - CHECK AHEAD

Please visit the ISBNPA website well ahead of time to confirm the details of your session within the Meeting Program.

Follow this link to view the full program <http://www.isbnpa2011.org/>

Please note the program is subject to change. If a change occurs you will be informed by the AV technician when attending the Speaker Preparation Room. However to be aware of last minute changes it is also recommended that you **check the program changes board** for daily updates, which will be located next to the Registration Desk on Level 2.

HOUSEKEEPING

At times it will be necessary for housekeeping announcements to be made at the beginning or end of sessions. These additional announcements will be provided by the Meeting Managers either in person or will be left on the lectern prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information.

Below are a few reminder announcements that can be made at the appropriate time in the session.

PROGRAM CHANGES: All program changes will be listed on the PROGRAM CHANGES BOARD located at the registration desk.

SPEAKER PREPARATION ROOM: Future speakers should be reminded that their presentations MUST be handed to the technicians in the Speaker Preparation Room located in Speaker Prep Room 101 on Level 2, at least 24 hours prior to their scheduled presentation time.

MESSAGE BOARD: Any messages received during the Meeting will be displayed on the Message Board located next to the registration desk.

NO SMOKING: Please be advised that this is a non-smoking building so we ask that you please do not smoke while inside the Melbourne Convention & Exhibition Centre.

MEETING MANAGERS: If you have any questions please see our Meeting Managers at the registration desk.

INTRODUCING SPEAKERS & PRESENTATION TIMES

We request that you assemble in your session room **10 minutes prior** to the start of your session. The speakers have also been advised to meet with their Chairperson at this time. This will give you an opportunity to introduce yourself and discuss anything further with your speaker in preparation for their introductions.

Firstly, please welcome the audience to the session theme, outline any housekeeping notes and introduce the speaker by name, read their biography (for Keynote speakers only) followed by their abstract title.

The committee has allocated the following time allocations for speakers:

- **Plenary Keynote Presentations** will run for 50 minutes in total. Please ensure the introduction and question and answer time is managed with the speaker prior to the session.
- **Individual Oral presentations** are allocated 12 mins with 3 mins question and answer time.
- **Symposia presentations** will run for 90 minutes in total. As chairperson it is your responsibility to let each speaker know the time they are allocated for their presentation as this will vary depending on the number of presenters in each symposium. The time you allocate must also include question and answer time. Each presenter has been advised to contact their symposium chairperson to find out how long they will be speaking for.
- **Keynote Debate** will run for 1 hour in total. Please ensure an introduction and question and answer time is managed with the speakers prior to the session.

It is **extremely important** to keep the program to time. This allows delegates a chance to move between session rooms and ensures all speakers are given their allocated time to speak. The speakers have been advised that the Chairperson will time their presentation and give them a warning at **2 minutes** remaining and at time up. Please discuss this with the speakers upon meeting them before the session commences.

Should one of the presentations in your session be cancelled or the speaker is not present, please keep to the program running order. The same policy applies if a speaker should finish their presentation earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times. If you have additional time at the end of your session please use this for discussion.

If you have any questions, either before or during your session please contact the Registration Desk or the AV technicians in the Speaker Preparation Room. There will also be one Volunteer per room to act as a messenger if required.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in all session rooms at the Meeting:

- One projection screen
- One PC Compatible electronic lectern, which operates as a computer
- One data projector
- Microphone attached to the lectern.
- Capabilities to play Videos and DVD's

Overhead and Slide Projection will not be available.

- Lectern microphones will be on all the time. There is no need to touch the switch.
- In the unlikely event that any of the equipment fails, speakers have been requested to press the 'help' button located on the lectern and continue with their presentation. It may be necessary for you to prompt the speaker to continue if this should occur.

SET-UP

Speakers have been advised to sit in the front row and it would be appreciated if the Chairperson could also sit in the front row. From here the Chairperson will call speakers to the lectern in sequence.

LANGUAGE

Please note that the official Meeting language is English. **All presentations will be made in English.**

Further Assistance

If you require further assistance, please contact the Meeting Managers, **arinex** at:

Website: www.isbnpa2011.org

Email: ISBNPA2011@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

Thank you for your help in making the 2011 Annual Meeting of ISBNPA a success.