

6SCWC SESSION CONVENOR BRIEFING

AT THE 6SCWC

The Registration Desk will be open Sunday, 4 September (15h00 - 18h00), Monday, 5 September (07h00 - 17h00), Tuesday, 6 September (07h00 - 17h00), Wednesday, 7 September (07h00 - 17h00) and Thursday, 8 September (07h00 - 17h00). It will be located in the Gallery, on Level 1 of Cape Town International Convention Centre (CTICC).

Upon arrival, convenors should go to the Registration Desk to collect their name tag and delegate bag. A name tag is required for access to the congress and convenors are required to wear theirs at all times.

RESPONSIBILITIES

As Session Convenor your responsibilities include introducing the session topic; introducing the presenters and presentations; keeping time; and managing the discussion.

If your session has more than one Session Convenor, please speak to your fellow Session Convenor/s to share responsibilities.

ASSISTANCE

You will be assisted in the session room by an AV technician and a Room Supervisor. The AV technician will manage the PowerPoints and audio, and the Room Supervisor will manage room transitions and pass the microphone for discussion. If you experience any problems, please talk to the Room Supervisor.

POWERPOINT PRESENTATIONS

Presenters have been instructed to deliver their PowerPoint presentations to the Presenter Prep Room (CTICC Meeting Suite 1.53) **24 hours before** their session. PowerPoint presentations will not be accepted in the session rooms, and no personal laptops can be used. All presentations must be delivered to the Presenter Prep Room – no exceptions please.

PRESENTER PREP ROOM

This room, staffed by technicians, will be located in CTICC Meeting Suite 1.53. Presenters must deliver their presentation to this room, and they will be able to review their presentations there and make small changes if necessary.

AUDIO-VISUAL (AV)

There will be an AV technician in your room who will put each PowerPoint presentation up on the screen. The presenter will see their PowerPoint on the comfort monitor on the floor in front of them, and will have a remote control (with laser pointer) to advance their own slides. You will be able to see the PowerPoint on the comfort monitor on the floor in front of you.

There will be table-top microphones on the Top Table and a fixed microphone on the lectern. Cordless microphones will be passed around by the Room Supervisor during discussion.

MATERIALS TO HELP YOU PREPARE FOR YOUR SESSION

When you arrive at the congress you will receive the congress handbook containing the full programme (including session summaries and presenter names).

Prior to the congress, you can use the congress website to review the programme (available here <http://www.6scwc.org/sessions.php>), the detailed session descriptions and presenter details that have been submitted.

PowerPoint presentations will be made available on the website after the congress.

SEATING ARRANGEMENT

Please sit at the Top Table. Presenters and panellists can sit at the Top Table with you or in the front row of reserved seats if it is a large panel.

TIMEKEEPING

Strict timekeeping is exceedingly important. We recommend that you inform the presenters ahead of time that you will be very strict with timekeeping, and explain the system you will use to alert them that they are running out of time.

QUESTIONS AND DISCUSSION

As Session Convenor you are free to run the questions and discussion time as you choose. Presenters may take questions from the lectern or join you at the Top Table. The Room Supervisor will be present to circulate the microphones. Please indicate to whom they should pass the microphone.

BEFORE THE CONGRESS...

- Please review the programme and the descriptions of your session.
- It is recommended that you contact the presenters in your session and ensure that they are prepared and are aware of your expectations for the session.
- If you have any questions or would like a presenter's contact details, contact the Programme Director Claire Davidson (info@6scwc.org).

AT THE BEGINNING OF EACH SESSION...

- Please announce to the room that all presenters should have already delivered their PowerPoints to the Presenter Prep Room. No PowerPoints can be loaded in the session room; they must all be loaded centrally from the Presenter Prep Room.
- Please review the programme changes (loose A4 page in your congress handbook) and check to see if any apply to your session.
- The Room Supervisor will tell you if any presenters in the session have not delivered their PowerPoint to the Presenter Prep Room. You can use your discretion if there are any no-shows.
- Inform your presenters as to how you will manage discussion – taking questions directly after each presenter or taking questions at the end after all presenters have finished.

SAMPLE SESSION RUNNING ORDER FOR A SESSION WITH 3 PRESENTERS

- Session Convenor calls room to order and welcomes all participants to the session.
- Session Convenor gives brief overview of the session using the session summary in the congress handbook.
- Session Convenor announces any programme or presenter changes.
- Session Convenor invites 1st presenter to take the lectern.
- 1st presenter gives their presentation.
- Session Convenor thanks presenter and invites 2nd presenter to the lectern.
- 2nd Presenter gives their presentation.
- Session Convenor thanks presenter and invites 3rd presenter to the lectern.
- 3rd presenter gives their presentation.
- Session Convenor thanks presenter and opens floor to questions.
- Session Convenor manages discussion by directing questions to the appropriate presenter and ensuring question-askers stay on topic and don't monopolise the floor.
- Session Convenor thanks all participants and closes session.

AT THE END OF EACH SESSION...

Thank your participants and invite everyone to tea or lunch or whatever activity follows your session. All teas and lunches will be served in the Khoroni.

ANY QUESTIONS?

Please contact the 6SCWC Programme Secretariat (email info@6scwc.org or phone +27 (0)21 683 2934) for assistance and we will be happy to help.