Seminar Day Chairs, a brief guide.

Many thanks for agreeing to act as a Chair on Seminar Day. Some guiding notes are included below for your reference. Please note that Co-Chairs are required to rotate with other Co-Chairs after supervising a session.

1. You may wish to begin your session by introducing the speaker at hand.

2. Please begin on time as per the supplied timetable.

3. In the event of a “no-show” i.e. a speaker does not present, please do not bring forward any presentations. You may like to call for a small recess instead.

4. The maximum time allowed for each speaker is 12 minutes followed by question and answer time of 3 minutes.

5. After the speaker has spoken for 11 minutes could you or the Co-Chair please ring the supplied bell to give the speaker some warning of the available time remaining.

6. After the speaker has spoken for 12 minutes, you or the Chair must ring the bell and announce that the available time is over.

7. The maximum time allowed for each speaker is 12 minutes.

8. The Chair or the Co-Chair may now like to ask the audience to present their questions.

9. After no more than 3 minutes of question time, the Chair or the Co-Chair should request that the audience complete their response sheets.

10. It is the Co-Chairs responsibility to sort and return the completed response sheets to room S319a.

Some Other Important Points;

1. The computer login for rooms equipped with School supplied PCs is ;
   **login** : seminar
   **password**: seminar

2. In the event that a room requires PC support, please either come to room S319a or ring 9351 7152. Help will be at hand.

3. Kindly have an eye on all of the equipment provided in each room. e.g. bells, computers / notebooks and data projectors.

Many Thanks for your help on the day.

Regards

Paul Briozzo
Seminar Day Coordinator
(10th of May 2017)