Seminar Day Co-Chairs in the School of AMME, a brief guide.

Many thanks for agreeing to act as a Co-Chair on Seminar Day. Some guiding notes are included below for your reference. However your main goal is to provide an impartial opinion of the presentation by way of the response sheet, not on the progress of the student’s Honors Thesis or Engineering Project.

Please note that, Co-Chairs may be required to rotate after supervising a session. Please ensure that you carefully follow on the timetable where you are meant to be Co-Chairing at a given timeslot.

1. You or the Chair may wish to begin your session by introducing yourselves and the speaker at hand. An abbreviated version of the topic is noted on the timetable. You may wish to use the abstract list to fully grasp the title.

2. Please begin on time as per the timetable.

3. In the event of a “no-show” i.e. a speaker does not present, please do not bring forward any presentations. You or the Chair 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, you or the Chair must ring the 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. After the speaker has finished, you or the Chair may like to ask the audience to present their questions.

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

10. Please collect and sort the response sheets by speaker order.

11. Return the response sheets (not the box) to room S319a after the morning tea, lunch or the end of the day sessions.

12. If you are the last Co-Chair of the day in a particular room, you must return everything to room S319a.

13. The computer login for rooms equipped with School supplied PCs is:

   login : seminar
   password: seminar

In the event that a room requires PC support, please come to room S319a. Help will be at hand. 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.

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