Presenter(s) and Session Chair/Moderator Guidelines for TOURMAN 2018 Conference

Dear Presenter

Timely presentations of papers and effective moderation of sessions is critical to the success of TOURMAN 2018 Conference. The Session Chair/Moderator is there to help you manage your time and the audience. For this reason, we are asking all presenters to follow these guidelines that have been developed to improve current practice. The process has been split under headings to make the activities easier to follow.

1. **On the Day of your Presentation:**

   ❑ Get to the room **early** (at least 10 minutes ahead of the start time). Check that it is set up correctly and tidy, if not the Session Chair/Moderator will contact the Conference Manager (Dr. Evangelia Stalika).

   ❑ At the room where you will be presenting there will only be available for your **one computer connected to a data projector** – hence you can only present your paper using **PowerPoint**. No other equipment can be provided.

   ❑ You can bring your PowerPoint presentation in a **memory stick** (flash memory). No other data storage media can be used.

   ❑ The Session Chair/Moderator should be there to meet you. He/she will help if necessary to set up the room and equipment.

   ❑ **The time scheduled for your presentation is <u>strictly 15 minutes</u>.** This will allow for some extra time for questions and answers at the end of the Session. The Session Chair/Moderator will ask you how you want your time managed; normally you will need to determine a signal to ensure that you leave yourself enough time to close the presentation smoothly and to allow time for questions. This may typically be 5 minutes before the end (so you will have 5 more minutes for the close of your presentation). **This is critical and is one of the most important tasks for the moderator.**

   ❑ You may wish to meet and greet the audience, although this is the Session Chair/Moderator's role, so that you can concentrate on your presentation.

❑ If you have handouts they can be distributed, as people flow in.

❑ The Session Chair/Moderator will close the door when the Session is due to start but remember the audience may arrive late and some may want to leave early. Do not start again for anybody arriving late and do not feel that people leaving early are disinterested. They may just wish to go to another presentation.

3. Start of your Presentation

The following process will be followed for individual or back-to-back presentations. **Please remember, time management is still critical – you should not exceed the scheduled time for your presentation (15 minutes):**

❑ The Session Chair/Moderator will ensure that Session starts on time.

❑ The Session Chair/Moderator will welcome the audience, briefly introduce him or herself and give the title of the Session as stated in Conference Program as well as outside the room.

❑ The Session Chair/Moderator will introduce all the speakers at the beginning of their presentation. Each presentation should be self-contained with questions within the allotted time. You **must** go with the scheduled format as attendees may have planned to move from one presentation to another.

❑ The Session Chair/Moderator will indicate to you when 5 minutes are left, so that there is time for questions and the finish of the presentation, unless otherwise advised.

❑ You will manage the questions, but the the Session Chair/Moderator will indicate when the last question has been accepted. Try and take the questions in order as the audience put up their hands.

❑ The Session Chair/Moderator will briefly thank you and lead the applause.

❑ If your presentation is not the first, then the Session Chair/Moderator will move on swiftly with only the name of the presenter and the title of the presentation, while you set yourself up. For these reasons you need to be ready in order that you gain your full-time allocation.

Please note that if your presentation is not ended in a timely fashion, then the Session Chair/Moderator will stand up and bring it to a close. This is to ensure that other presenters are not being disadvantaged by you running over your allotted time.

4.   Close of the Session

❑   The Session Chair/Moderator will thank all presenters and the audience for attending.

❑   If members of the audience wish to speak with you personally then this will be the time to distribute business cards, handouts, etc. and not during the presentation.

Conclusion

Thank you for your assistance. We hope that you will try to follow this process to ensure that the conference runs smoothly, efficiently and fairly.