

**19th International Microscopy Congress**  
**9-14 September 2018**  
**International Convention Centre (ICC), Sydney Australia**  
**[www.imc19.com](http://www.imc19.com)**

## **CHAIRPERSON BRIEFING NOTES**

These guidelines are designed to assist you in understanding your role as chairperson within the Congress Program.

Whilst not onerous, this role is extremely important to the professional and timely delivery of the Congress Program and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful Congress and the Organising Committee really appreciates your contribution.

### **REGISTRATION DETAILS**

#### **Prior to the Congress**

All chairpersons are required to register and pay for the Congress. If you have not done so yet, please complete the registration as soon as possible at [www.imc19.com/registration](http://www.imc19.com/registration).

#### **Onsite at the Congress**

Arriving at the Congress, chairpersons will need to visit the registration desk to collect their name badge and other related materials.

The **registration desk** will be located outside Exhibition Hall 2 & on the Ground Level Foyer of the Convention Centre.

Registration desk opening times:

#### **Exhibition Hall 2 Registration Desk**

|                           |             |
|---------------------------|-------------|
| Thursday 6 September 2018 | 0700 – 1700 |
| Friday 7 September 2018   | 0700 – 1700 |
| Saturday 8 September 2018 | 0700 – 1700 |
| Sunday 9 September 2018   | 0700 – 1800 |

#### **Ground Floor Foyer and Exhibition Hall 2 Registration Desks**

|                             |              |
|-----------------------------|--------------|
| Sunday 9 September 2018     | 1400 – 1800  |
| Monday 10 September 2018    | 0700 – 1730  |
| Tuesday 11 September 2018   | 0700 – 1730  |
| Wednesday 12 September 2018 | 0730 – 1730  |
| Thursday 13 September 2018  | 0730 – 1730  |
| Friday 14 September 2018    | 0800 – 1330* |

*\*The Exhibition Hall 2 Registration Desk will not be open on Friday 14 September*

**Exhibition Hall 2 Registration Desk Phone:** +61 2 9215 7387

**Ground Floor Registration Desk Phone:** +61 02 9215 7283

We encourage you to register as early as possible to allow for easy access to the opening of the Congress. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email during the week prior to the Congress.

## SESSION DETAILS

We strongly recommend that you are present in the session room at least **10 minutes** prior to the start of your session. This will allow time for you to liaise with the speakers presenting in your session and to obtain their brief history.

Speakers have also been advised to meet with their session chairperson 10 minutes prior to the start of their session.

## PRESENTATION TIMES

It is extremely important to keep the program to time. Please be aware of the time periods within which speakers have been designated to present. Ensure you check the final Congress Program which will be on the Congress website [www.imc19.com/program](http://www.imc19.com/program) or within the Congress app.

Please note below the time allocations for each speaker's presentation:

**Invited Speaker Presentations:** 30 minutes total including 5 minutes of question and answer time. (25 minutes + 5 minutes)

**Oral Presentations:** 15 minutes total including 3 minutes of question and answer time (12 minutes + 3 minutes).

Please provide the presenters with 2 warnings as follows:

**Invited Speakers:** 5 minutes remaining of their 25 minute talk and when time is up

**Oral Presentations:** 2 minutes remaining of their 12 minute talk and when time is up

Additionally, please brief the speaker on when you will provide warnings and the method you will use. You may like to use the timer or stopwatch on your phone to assist you with keeping track of time.

Please note that an automatic timer will be embedded within the speaker presentations to assist with keeping to time, however the automatic timer will countdown from the beginning of their talk until the end of their 30 minute time slot (invited speaker talks) or 15 minute time slot (oral contributed talks).

Should one of the presenters in your session not be present, please keep to the program running order and times. The same policy applies if the speaker should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

## SESSION ROOM SET-UP

There will be reserved seating for you and the speakers at the front of the room for the duration of the session. Speakers should be advised to be seated in order of presentation from where you will call them to the lectern in speaking sequence. Delegates will be seated in theatre style.

## BEING PREPARED TO CHAIR

- Always remember to **speak into the microphone**; do not turn away to look at speakers or the screen – you will not be heard.
- Identify yourself and your affiliation at the beginning of the session.
- Introduce each speaker in turn – please visit the Congress Program on the website for the details of each speaker who is presenting within your session.
- Check with the speaker regarding the pronunciation of any speaker's name that is not familiar to you.
- Announce the title of the abstract/paper last and then welcome the speaker to the lectern.
- Ask delegates to keep their questions brief and to the point so you can take as many questions as possible in the time allowed.

- During each presentation, make notes of possible questions for each speaker in case the discussion needs a change in direction.
- Thank the speaker for their participation and present their thank you gift provided by the Congress Managers. **Please note that only invited speakers will be receiving a gift;** the Congress Managers will liaise with you regarding any gifts immediately before the start of the session.

## HOUSE KEEPING

At times it will be necessary for housekeeping announcements to be made at the beginning or end of the session. These announcements will be provided by the Congress 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.

**PHOTOGRAPHY:** The Congress Managers kindly request **no photos** are to be taken during any of the oral, mini oral or digital poster presentations out of respect for the presenters.

**MESSAGE BOARD:** Any messages received during the Meeting will be displayed on the Message Board located at the Exhibition Hall 2 Registration Desk.

**PROGRAM CHANGES BOARD:** The Congress App will provide you with access to the most up to date version of the program. Please check the app regularly. There will also be a program changes board located at each of the registration desks.

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

**CONGRESS MANAGERS:** If you have any questions please see our Congress Managers at the registration desk.

## AUDIO VISUAL

All rooms will be equipped with a Data Projector, PC Compatible Computer, Lectern and Microphone. Microphones will remain switched on. It is unnecessary to turn them off.

Laser pointers will be provided.

In the unlikely event that any of the equipment fails, speakers have been requested to continue with their presentations whilst the technician rectifies the problem. If this should occur. It may be necessary for you to prompt the speaker to continue. A technician will be available at all times to assist with any audio visual requirements.

Speakers have been requested to visit the Speaker Preparation Room **located on level 4 of the International Convention Centre, Sydney outside of rooms C4.6 & C4.7 at least 2 hours prior** to their session to have their presentations uploaded.

Speaker Preparation Room operating hours:

|                             |             |
|-----------------------------|-------------|
| Monday 10 September 2018    | 0700 – 1630 |
| Tuesday 11 September 2018   | 0700 – 1630 |
| Wednesday 12 September 2018 | 0700 – 1630 |
| Thursday 13 September 2018  | 0700 – 1630 |

## PROGRAM ENQUIRIES

If you have any questions regarding the program, please visit the Program Enquiries Desk which will be located on Level 4 of the Convention Centre, outside the Speaker Preparation Room. The program enquiries desk will operate during same times as the Speaker Preparation Room.

## LANGUAGE

Please note that the official Congress language is English. **All presentations must be made in English.**

**Thank you for your help in making the 19th International Microscopy Congress a success.**

**For further details or assistance, please contact the Congress Managers:**

**19th International Microscopy Congress Managers  
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Tel: +61 2 9265 0700  
Email: [imc19@arinex.com.au](mailto:imc19@arinex.com.au)**