

CCFFR-SCL Guidelines for Session Chairs

Wifi

Network name: JW_Marriott_Conference
Password: CCFFR-SCL2022

Responsibilities

1. Please ensure that all presentations have been uploaded to the room's laptop prior to the start of the session. Volunteers will be available to assist you with loading talks.
2. Ensure that each presenter does not exceed their allocated 15-minute time slot (12 minutes for the talk + 3 minutes for Q&A and transitioning to the next speaker).
3. Load the next presentation on the laptop once Q&A for the current talk has ended.

Audio/video setup

The venue has two A/V technicians floating between the conference rooms to assist with technical support from 7:00am to 5:00pm

Speakers must use the provided wireless lavalier microphones, which serve two functions: 1) feeding audio directly into earbuds worn by hearing-impaired delegates, and 2) improving clarity while speaking through a mask

Session preparation

Presenters should upload their file(s) (a PowerPoint slideshow and accompanying media if necessary) to a USB flash drive.

Each room is equipped with a dedicated internet-connected laptop, speakers, screen, and projector. Presenters should not connect their own laptop to the venue's A/V system.

Presenters are advised to upload talks in the evening before the next day's sessions if possible, or in morning or lunch before their sessions start.

Presentation files should follow the following naming scheme: "**TIME_ROOM_DAY_LASTNAME**", e.g., "0930_D_FRI_SMITH"

- The laptop's file folder containing all of the presentation files should be sorted chronologically by time of presentation