



18TH WFOT CONGRESS
OCCUPATIONAL R-EVOLUTION

18e congrès de la WFOT
R-EVOLUTION OCCUPATIONNELLE

Chair Guidelines

Thank you for agreeing to be a Session Chairperson at the WFOT Congress 2022.

These briefing notes are designed to assist you in understanding your role as a Chairperson within the Congress program. This role is very important to the professional and timely delivery of the programme. Good chairing is a vital component of a successful event, and the WFOT Congress 2022 committee appreciates your contribution.

Please note that this year's Congress is being delivered in-person at the Paris Convention Centre as well as live streamed to a virtual audience. Please sit at the panel table on the stage for your session.

The following outlines the key responsibilities of the Chairperson.

Key Tasks and Responsibilities

Introductions and Acknowledgement

A key role of the Chairperson is to introduce the session and speakers. Provide a brief introduction to the session and welcome all Congress delegates. Please keep your introduction as brief as possible to ensure the session runs to time (approx. 1 min introduction).

In preparing for your facilitation role, the first step is to read the presenter biographies and their abstracts to have a general understanding of the presentations. These will be available on the website in the Congress app. In the interests of time, it is recommended that you introduce each speaker with their name only.

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 to you and will be placed on the panel table in your session. We request that these announcements be made to ensure that all delegates are aware of the necessary information.

Presenters

We recommend that you meet the speakers in the session room 10 minutes prior to the beginning of the session. This will enable you and the in-person speakers to meet each other, go over the run of session as well as the opportunity to check audio and visuals.

Virtual Presentations

There will be in-person and virtual presentations in the sessions. The in-person presenters will present from the lectern. Virtual presenters have uploaded their recordings and these will be played by the AV technician in the room. Chairs will be provided with a list of the virtual presenters in their session (these will be placed on the panel table). Please note that there will be NO Q & A for virtual presenters as they will not be there to answer them. However delegates can contact the presenter through the chat and ask questions.

Question time

Question time will be at the end of each speakers' presentation. Do not save question time for the end of the session. Each speaker's **SHORT ORAL** presentation time is 7 minutes plus 1 minute question time.

The Chairperson plays a key role in facilitating question time after each presentation. It is recommended that you prepare at least one question for each speaker to ask during the Q&A. If a speaker is not asked any questions from the audience, please ask the presenter a question.



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Translation

The WFOT Congress will be translated into English and French. You can access the translation via the app 'Congress rentals', so you will need to **bring your own device** (smart phone, iPad etc) **AND headphones** in order to access the translation. Please note that presentations will be made in either English or French, so you must have your headphones to listen to those not in your primary language. Here is some information on the translation:

<https://wfotcongress2022.org/programme/translation>

Audio Visual

All rooms will be set up with lectern, microphone, data projection equipment and remote clicker. Virtual speakers have uploaded their recordings and in-person speakers have uploaded their PowerPoints to the speaker portal. Speakers will need to advance their own slides. The stage will be set up with a panel table and microphone so that as Chair, you are able to remain seated and direct your questions to the speaker at the lectern at the end of their presentation time.

There will be an AV technician on hand to assist should any issues arise. A volunteer will sit with you to read out any questions.

Time Keeping

In the interests of keeping an efficient program schedule, please ensure your speakers do not exceed the duration of their presentations and the session runs to time. There will also be '1 minute' and 'stop' cards supplied for you to hold up – please advise the speakers of this process before the session commences.

The Chairperson will be responsible for time keeping the Q&A component of the session to time.

Programme Changes

In some sessions, there may be last minute cancellations when a speaker is unable to present as planned. The Congress Office will notify the Chair of any updates where advised. If a speaker does not show up, please move to the next speaker.

Mobile Phones

Advise delegates to put mobile phones on silent so as not to interrupt the speakers.

Assistance

There will be AV support available to assist if necessary.

Congress Volunteers (in red shirts) or Registration Desk staff (in orange shirts) will be available throughout the Congress to assist if needed. Please let us know if there is anything we can help you with.

Thank you for help making the WFOT Congress 2022 a success.

If you require further information about registration, programme or venue, please contact the WFOT Congress Office or visit the website at: <https://wfotcongress2022.org/>

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