

Session Chair Role

At the beginning of the session, you will be introduced by Peter Tatham who is chairing Symposium 2006.

Session Structure

Each of sessions 3, 4, 6, 7, 8 are 90 minutes long and structured as follows

- Input 20 minutes
- Group work 45 minutes
- Open Forum 15 minutes
- Summary – Rapporteurs 10 minutes

Session 2 follows the same format, but contains 70 minute input

Group work and Open Forum

- Each of the sessions 2, 3, 4, 6, 7, 8 contain both Group Work and an Open Forum.
- Lynne Bezanson will facilitate the Group Work and Open Forum in each session.

Your role

- introductions
- thanks
- timekeeping

Introductions and thanks

1. Provide a brief introduction to the session e.g., session theme, nature of input, group work
2. Introduce input presenter/s
3. At the conclusion of the input, thank the presenter/s
4. Invite Lynne Bezanson to facilitate the group work and the open forum
5. Thank Lynne
6. Invite the rapporteurs to present their summary
7. Thank rapporteurs
8. Close session

Timekeeping

- It is your role to act as a timekeeper
- Please carefully monitor the time as this is important to the smooth running of the Forum.
- Timecalls
 - 2 minute call before the end of the input
 - Call time when the input (20 minutes) is up
 - Reminder to Lynne 5 minutes before the end of the group work session (at 40 minutes)
 - 2 minute call before the end of the forum (at 13 minutes)
 - 2 minute call before the end of the summary (at 8 minutes)

Peter Tatham, the Forum Chair, will also be timekeeping and will assist you if necessary.

