Faculty of Science and Health
Higher Degree by Research and Honours
Symposium 2024

20th & 21st November

Charles Sturt University

Chairperson Information

Thank you for agreeing to participate as a Session Chair at the Faculty of Science and Health Higher Degree Research and Honours Symposium.
Please find some general information below in relation to this role. If you have any questions, please email the FOSH Operations Team at FOSH-Ops-Admin@csu.edu.au .

Session Chairs
Session Chairs manage the timeliness and order of the session. Your main roles are:

- To log onto the session **5 - 10 minutes** early to ensure that the scheduled presenters are in the session.
- Ensure the session commences on time and all presentations run on time.
- Presentation speakers have been advised that their presentations will comprise a total of **15 minutes**, with a recommended **10 minute** presentation and **5 minutes** of questions. There will be **5 minutes** in between speakers to allow the judges' time to complete their assessment and to allow audience members to log in and out as required.
    - o There is a little flexibility here if questions run over, please aim to allow the assessors a minimum of 3 minutes to finalise between presenters.
    - o We have decided to use an in-app ZOOM Timer App as our time warning system.
        - ▪ Please see the Timer App section below for further instructions to acquire and use the Timer system.
- If a presenter is absent, advise the audience and give them the opportunity to take a break until the next allocated presenter time.
- As the Chair you will need to monitor and assess if the presentation goes over 10 minutes, please allocate less question time so the session is kept to schedule.

- At the start of the session, it's recommended that you:
    - o Give a general welcome and thanks for attending.
    - o Explain the timing and time warning system.
    - o Remind the audience that their microphones should off and they are welcome to share their screen. They will have the opportunity to ask questions, by putting a hand up and you, the Chair, will call on them, or they can put it in the Chat and you, the Chair will read it out.

- During the session
    - o Introduce each presentation speaker and the title of their presentation from the final program (it will be re-emailed out Tuesday afternoon, or can be found at https://science-health.csu.edu.au/research/hdr-honours-symposium).
    - o Once the presentation is over, ask the audience to ask questions via the chat or by putting a hand up. You will need to call out the hands up and ask them to come off mute to ask, or as Chair read out the questions in the chat.
        - ▪ It's handy if the Chair is able to kick-start the questions themselves while the audience begins to type.
    - o Thank the speaker and move onto the next introduction.

- Support
    - o There will be a Room Coordinator (RC) in each session that can assist and guide if required.
    - o If there are any technical issues, please let the RC know so they can escalate.
    - o RC's are staff members.

- At the end of the session
    - o Give a general thanks to all speakers for their contributions.

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- **Timer App**
    - use this link, https://marketplace.zoom.us/apps/cXw5IXmqT6SIIBQxgM_PfQ , to download/add the timer app to your zoom account.
    - Please start your own zoom meeting to test that the timer app has installed correctly. You may need to restart your system.
    - When you are in a meeting to access the timer please follow the below:
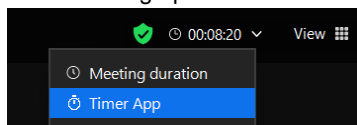   - Select "View" in the top right corner
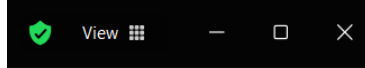
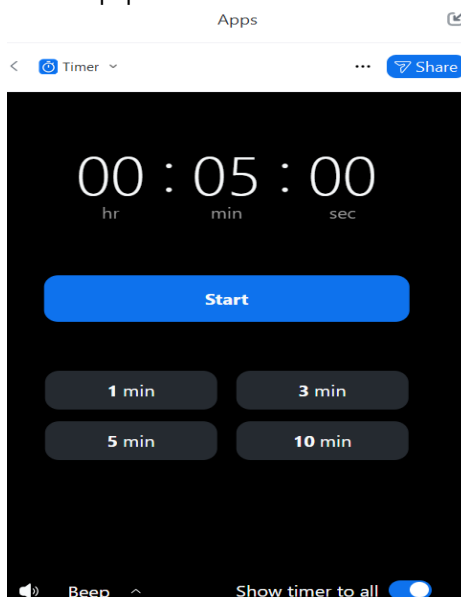   - Select "Show meeting timers"
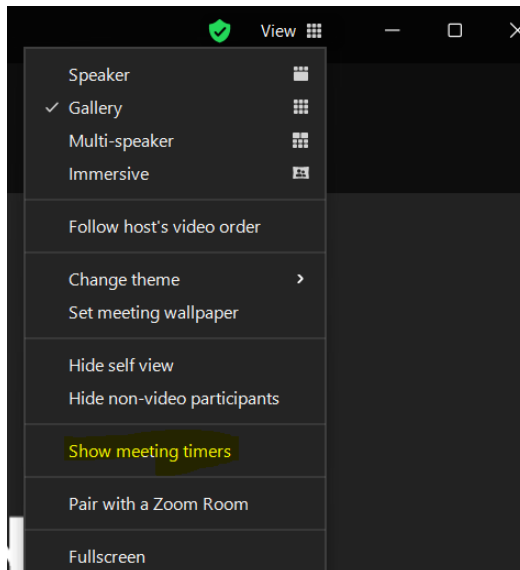
   - This will bring up a timer in the top right. Select the drop down arrow and select the Timer App.

        - This will pop out the timer.

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- Please make sure
the sound type selected in the bottom left corner is "Beep" and the "Show timer" to all is selected on the right.
- This timer can be used for the presentations. Your camera will need to be on and mirroring off, so the timer can be seen by all.
- Once the timer ends it will make a short beep sound and then the timer can be stopped.
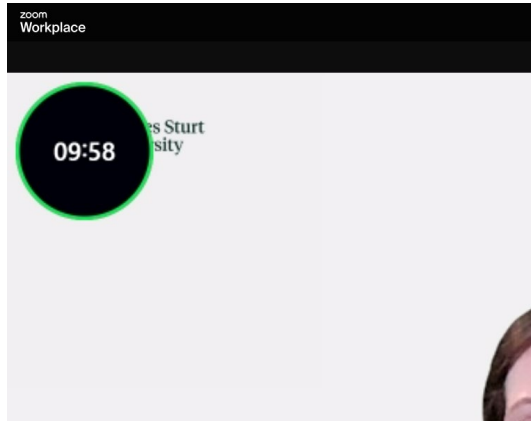
- All attendees should see a little notification when the timer ends, but the presenters sharing their screen may not see it and you may need to say something if they keep going and not wrapping up after the beep.