SESSION CHAIRS’ GUIDELINES

We thank you for lending your time to be the Session Chair at the inaugural Malaysian Conservation Conference 2022.

To ensure the smooth flow of the session, please kindly refer to the online programme and in the Programme Book given to you for your allocated session. Should you need any clarification or confirmation, please proceed to our Secretariat Team for further assistance.

Please ensure that all sessions are to start/end within the designated time to ensure that the running order of the programme are in place. Below are some tips to assist you during the session.

PRE-SESSION

- Review the abstracts and speaker’s biodata assigned to your session. It is available on the conference’s website and in the Session Chair’s Folder (Session Chair’s Folder will be provided by the committee to all session chairs during registration). Use the information provided to introduce the presenter. Prior to your session, reconfirm with your presenter on how much of his/her bio that he/she wishes to share. At times, a paragraph is sufficient for the introductory portion.

- Please be present at the conference room 20 minutes before your session to familiarize yourself and the presenter on administrative matters such as layout of the stage, presentation positioning and equipment check including microphone and slides presentation flow; amongst others. Please ensure connectivity issues are resolved before-hand especially for online presentations.

- A space is reserved for the Session Chair on the stage. Please use the microphone provided to introduce the presenter and during the Questions & Answers (Q&A) segment. Please check with the online presenters on the audibility and clarity of both of the microphone before the session is in place.

- The allocated time for each presentation is 20 minutes and please remind the participants that questions are to be asked after the end of session to avoid overrun of the session.

- All presenters are responsible to upload their slides in the Speaker’s Preparation Room prior to the session. Should a presenter arrive with a thumb-drive or hard disk to upload their slides, please direct them to the Audio-Visual (AV) technician. The technician assigned in the the room will assist the presenters and help in troubleshooting any technical issues if required.
The Secretariat will be up-dating you on any changes of the programme and other administrative matters. Please informed the participants for any updates/changes at the beginning of the session.

DURING THE SESSION

- Please remind all participants to turn their electronic devices on “Silent Mode” and begin the session on time.
- Please remind the presenters that the time-keeper will be signaling both the Chair and the Speaker on the remaining time by ringing the bell. (1 ring – 5 minutes remaining, 2 rings – 1 minute remaining and 3 rings – time is up)
- Please advice/remind the audience/participants that the question(s) can be pose through the MCC’s website during the presentation or proceed to microphone allocated during the Q&A segment. For online participants, please remind them to pose their question in the chat box while raising the hand icon.
- For the introductory portion, kindly introduce the presentation including the title, the presenter, the presenter’s affiliations and a short biography of the presenter. Presenters will be asked to sit at the front row of the theatre to ease their movement to the lectern at the start/end of the presentation. Please inform the online presenter to be present throughout the session.
- Should a presenter is absent or any of the presentations are withdrawn, please inform the current session chair to prolong their session or allow more questions to be addressed at that point of time.
- Ensure each session start/end on time. The timeline of each presentation is listed in the programme.

END OF SESSION / Q&A SEGMENT

- At the end of each session, please check the number of questions posted through the MCC’s website before entertaining/allowing the present audiences’ questions. Please allocate and select relevant questions from the website to address as well as questions from the floor.
- Use any remaining time for Questions & Answers portion.
- If permissible, please end the session with a question/summary of opinion as the Chair of the Session.
- Please thank the presenter and participants at the end of every session.

“Together We Unite To Conserve and Protect Our Biodiversity”