



**1st International  
One Health Congress**  
Human Health, Animal Health, the  
Environment and Global Survival

## CHAIRPERSON BRIEFING NOTES

Thank you for agreeing to chair a session at the *1st International One Health Congress*. The Organising Committee appreciates your willingness to help ensure the efficient delivery of the presentations within the various sessions.

Whilst not difficult, this role is very important to the professional and timely delivery of the Congress program and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful Congress and we really appreciate your contribution.

These briefing notes are designed to assist you in undertaking your role as Chairperson of a session(s) in the program.

### GENERAL INFORMATION

We kindly ask you visit the registration desk when first arriving at the Conference to collect your name badge and other related registration materials. From there you will be directed to the Speaker Preparation Room where you can check in with the audio visual technicians to see if all of the presentations for your session have been uploaded and ask any questions that you may have.

The registration desk will be located on the Level 1 of the Melbourne Convention Centre.

The desk will operate during the following times:

Monday 14 February 2011 .....0700 – 1830  
Tuesday 15 February 2011 .....0700 – 1900  
Wednesday 16 February 2011 .....0800 – 1730

### SPEAKER & CHAIR PREPARATION ROOM

The Speaker Preparation Room will be located on Level 1. Please refer to the venue floor plan which will be included in the Congress Program Book that you will receive upon registering.

The speakers' preparation rooms will be open during the following times:

Monday 14 February 2011 .....0700 – 1730  
Tuesday 15 February 2011 .....0700 – 1830  
Wednesday 16 February 2011 .....0800 – 1600

Speakers have been asked to load/check their presentation with the audio visual (AV) technicians at **least 24 hours prior** to their session commencing to ensure the presentation is checked and tested.

Roaming AV technicians will be onsite to assist with any troubleshooting during sessions.

The Melbourne Convention Centre has installed new electronic lecterns. You will be briefed on how to use this system when you meet with the AV technicians in the event that a speaker asks you a question.

Any questions regarding the program should be directed to the Registration Desk.

Speaker biographies (if provided) will be supplied upon registering at the registration desk.

## SESSION DETAILS - CHECK AHEAD

Please visit the Congress website well ahead of time to confirm the details of your session within the Congress Program.

Follow this link to view the full program <http://www.onehealth2011.com/>.

Please note the program is subject to change. If a change occurs you will be informed by the AV technician when attending the Speaker Preparation Room. However to be aware of last minute changes it is also recommended that you **check the program updates board** for daily updates, which will be located next to the Registration Desk on Level 1.

## HOUSEKEEPING

At times it will be necessary for housekeeping announcements to be made at the beginning or end of sessions. These additional announcements will be provided by the Congress Managers either in person or will be left on the lectern prior to the start of the session. We request that these announcements be made to ensure that all delegates are aware of the necessary information.

Below are a few reminder announcements that can be made at the appropriate time in the session.

**PROGRAM CHANGES:** All program changes will be listed on the PROGRAM CHANGES BOARD located at the registration desk.

**SPEAKER PREPARATION ROOM:** Future speakers should be reminded that their presentations **MUST** be handed to the technicians in the Speaker Preparation Room located on Level 1, at least 24 hours prior to their scheduled presentation time.

**MESSAGE BOARD:** Any messages received during the Congress will be displayed on the Message Board located next to the registration desk.

**NO SMOKING:** Please be advised that this is a non-smoking building so we ask that you please do not smoke while inside the Melbourne Convention & Exhibition Centre.

**CONGRESS MANAGERS:** If you have any questions please see our Congress Managers at the registration desk.

## INTRODUCING SPEAKERS & PRESENTATION TIMES

We request that you assemble in your session room **10 minutes prior** to the start of your session. The speaker has also been advised to meet with their Chairperson at this time. This will give you an opportunity to introduce yourself and discuss anything further with your speaker in preparation for their introductions.

Firstly, please welcome the audience to the session theme, outline any housekeeping notes and introduce the speaker by name, read their biography followed by their abstract title.

The committee has allocated the following time allocations for speakers:

Keynote Presentations

Keynote presentations vary from session to session, it is imperative to review session timings within the program. Please ensure an introduction and question and answer time is managed with the speaker prior to the session.

Panel Presentations

Please [click here](#) for details

Out of the Box Presentations

12mins each plus 3 minutes question and answer time

It is **extremely important** to keep the program to time. This allows delegates a chance to move between session rooms and ensures all speakers are given their allocated time to speak.

Should one of the presentations in your session be cancelled or the speaker is not present, please keep to the program running order. The same policy applies if a speaker should finish their presentation earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times. If you have additional time at the end of your session please use this for discussion.

If you have any questions, either before or during your session please contact the Registration Desk or the AV technicians in the Speaker Preparation Room.

### **AUDIO VISUAL EQUIPMENT**

The following Audio Visual equipment will be in all session rooms at the Congress:

- One projection screen
- One PC Compatible electronic lectern, which operates as a computer
- One data projector
- Microphone attached to the lectern.
- An additional microphone is available for Q&A for the audience
- Capabilities to play Videos and DVD's – in some rooms (check with AV technician if your room offers this)

**Overhead and Slide Projection will not be available.**

- Lectern microphones will be on all the time. There is no need to touch the switch.
- In the unlikely event that any of the equipment fails, speakers have been requested to press the 'help' button located on the lectern and continue with their presentation. It may be necessary for you to prompt the speaker to continue if this should occur.
- The speakers have been advised that the Chairperson will time their presentation and give them a warning at **2 minutes** remaining and at time up. Please discuss this with the speakers upon meeting them before the session commences.

### **SET-UP**

Speakers have been advised to sit in the front row and it would be appreciated if the Chairperson could also sit in the front row. From here the Chairperson will call speakers to the lectern in sequence.

### **LANGUAGE**

Please note that the official Congress language is English. All presentations will be made in English.

## **ATTENTION: FOR PLENARY PANEL SESSIONS**

Please read the following

## OBJECTIVE OF PANEL SESSIONS

To discuss and debate the plenary topic from a One Health perspective with a particular emphasis on the material and ideas presented in the keynote paper(s) and from the personal experience and expertise of panellists. The time allowed for the Plenary Panels sessions is very limited, and we therefore ask that panellists restrict themselves to 5-8 minutes and if they need to show slides, show no more than 5 slides. It would be useful if they could also acquaint themselves with abstracts in pertinent 'Out of the Box' sessions to follow. These discussions could involve science, policy or organisation issues and contentious issues are encouraged. Whilst the session will be introduced by the Co-Chairs, it is expected that much of the time will be devoted to remarks from the Panel members, but it is hoped that sufficient time will be available for contribution from the broader audience.

## ROLE OF CO-CHAIR

- To introduce the keynote speaker and Panel Members
- To facilitate the discussion and debate during the Panel sessions. This will include very strict oversight of the 5-8 minute presentation by Panel members, encouraging discussion amongst Panel members and bringing members of the general audience into the discussions. Where appropriate Co-chairs are encourage to enter the debate with appropriate comments and discussion. Co-chairs will need to manage both contributions from the Panel members and others to avoid any "lectures" being given, particularly in terms of the limited time available for discussion and debate.

## ROLE OF PANEL MEMBERS

- To provide a 5-8 minute contribution to the subject matter of the Plenary session, where appropriate drawing on their own views, issues raised in the Keynote paper and using papers that will be given in relevant "out of the box" sessions to illustrate a point or as a further information source.
- To enter into discussion and debate around the subject matter of the plenary session.

### Further Assistance

If you require further assistance, please contact the Congress Managers, **arinex** at:

**Website:** [www.onehealth2011.com](http://www.onehealth2011.com)

**Email:** [onehealth2011@arinex.com.au](mailto:onehealth2011@arinex.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

**Thank you for your help in making One Health 2011 a success.**