



**International Congress of Immunology 2016  
21 – 26 August 2016  
Melbourne Convention and Exhibition Centre  
[www.ici2016.org](http://www.ici2016.org)**

**CHAIRPERSON BRIEFING NOTES**

Good chairing is a vital component of a successful Congress, especially its timing. We sincerely appreciate your contribution and request you adhere to the following guidelines.

**REGISTRATION DETAILS**

**Prior to the Congress**

All chairpersons are required to register for the Congress. If you have not done so yet, please complete the registration at [www.ici2016.org](http://www.ici2016.org).

**Onsite at the Congress**

Arriving at the Congress, chairpersons will need to visit the registration desk to collect their name badge and other related materials.

**TO ENSURE THE SMOOTH RUNNING OF YOUR SESSION, PLEASE NOTE THE FOLLOWING:**

Please be aware of the time periods within which speakers have been designated to present. Ensure you check the final Congress program on the website [www.ici2016.org/scientific-program](http://www.ici2016.org/scientific-program).

Go to the session room at least **10 minutes** prior to the start of your session. This will allow you to familiarise with the room, meet the other chairperson (if any) and decide which talks will be chaired by each of you.

Please

1. identify yourself and your affiliation to the audience at the start of the session.
2. keep your introduction brief to ensure the session starts on time.
3. inform the audience they need to stand up and use the microphones in the room when asking a question at the end of a presentation.

**PRESENTATION TIMES & AUTOMATIC STOPS**

**Be aware that when the speaker's designated presentation plus question time is due, their presentation will automatically be stopped (slides will no longer advance) regardless of whether the presenter has finished or not. This is necessary due to the density of presentations each day. Speakers have been advised of this process. We ask that for clarity of expectations you inform the audience of this "stop" process at the start of the session.**

If the presentation has stopped, the speaker will be required to step down from the stage **without answering any questions from delegates**, to be fair to the subsequent presenters who can then start on time.

Please note below the time allocations for each speaker's presentation. If the presentation has not automatically stopped, it is your responsibility to ensure each speaker adheres to this timing:

**Program Lectures** – 30 minutes total including 3 minutes of question and answer time (27+3).  
**Symposia presentations** – 10 minutes total including 1 minute of question and answer time (9+1).  
**Lunchtime Lectures** – 45 minutes total including 5 minutes of question and answer time (40+5).  
**Mini-symposia presentations** – 5 minutes total including 1 minute of question and answer time (4+1).  
**Master Lectures** – 45 minutes total including 5 minutes of question and answer time (40+5).

A Chairperson's timer will guide you that their presentation is nearing the end of its allocated timeframe. Please provide speakers with two warnings as follows:

- **1 minute** remaining for Mini-symposia
- **2 minutes** for Symposia
- **4 minutes** remaining for Program Lectures
- **6 minutes** remaining for the Lunchtime and Master Lectures
- **When time is up** for all presentations.

Additionally, please brief speakers on when you will provide a warning and the method you will use.

Should one of the speaker slots be cancelled or the speaker be absent, please proceed to the next presentation. If your designated co-chair (if there is one) is not present, you may wish to co-opt one of the speakers in the session to help you chair.

## **PROGRAM ENQUIRIES DESK**

Any questions regarding the program should be directed during the following times to the Program Enquiries Desk located on Level 1:

Monday 22 -Thursday 25 August.....0800 – 1630

Friday 26 August.....0800 – 1600

*All times are subject to change*

## **HOUSE KEEPING**

Occasionally housekeeping announcements need to be made at the beginning or end of the session. These announcements will be provided by the Congress Managers either in person or a note will be left on the lectern for Chairs to read out prior to the start of the session.

## **AUDIO VISUAL**

All rooms will be equipped with a Data Projector, PC Compatible Computer, Lectern and Microphone. Microphones will remain switched on. It is unnecessary to turn them off.

Laser pointers will not be provided. Speakers can use their own pointer or will need to use the mouse located at the lectern. Speakers have been informed of this.

In the unlikely event that any of the equipment fails, speakers have been requested to continue with their presentations whilst the technician rectifies the problem. It may be necessary for you to prompt the speaker to continue, if this should occur. An audiovisual technician will be available at all times.

Speakers have been requested to visit the Speaker Preparation Room located in Room 107 on Level 1, at least 24 hours prior to their session to hand in their presentations.

## **LANGUAGE**

English only

**Thank you for helping to ensure the International Congress of Immunology 2016 is a success.**

**For further details or assistance, please contact:**  
**ICI 2016 Congress Managers**  
**91 – 97 Islington Street,**  
**Collingwood VIC 3066, Australia**  
**Tel: +61 3 8888 9500 / Fax: +61 3 9417 0899**  
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