CHAIRPERSON BRIEFING NOTES

These briefing notes are designed to assist you in understanding your role as a Chairperson within the AES 2018 International Evaluation Conference Program.

This role is very important to the professional and timely delivery of the conference program, and in ensuring the quality and relevance of information provided to delegates. Good chairing is a vital component of a successful conference and we truly value your contribution.

As Session Chair, you are responsible for the presenters in your session. Seize the opportunity to build a learning community. Part of your role is to know who is presenting in your session and the focus of their work. You also play an important role in engaging with the audience and ensuring that everyone observes the ground rules. Here are some tips for being a great session chair.

- **Arrive early**, at the correct room (up to date room allocations are always available in the online program: https://aes18.sched.com/) and at least 15 minutes before the session is due to start. Identify the speakers and help them to feel at ease.

- **Brief the speakers on the session format.** Each session runs to either 60, 90, or 120 minutes and contains between 1 and 4 presentations (or 1 and 2 presentations, along with up to 5 Ignite style presentations). Negotiate and confirm the time that each speaker will have to present and the time available for questions.

- **Talk tech.** Give all the speakers an opportunity to check their presentation is available and, where necessary, show them how to control the presentation. Ask for assistance from the conference technical support if necessary. The list of speakers for the session should be visible on the slide when you arrive. You can access the presentation by clicking on the name of the speaker. At the end of the first presentation, click on the name of the next speaker to open their presentation.

- Contact the speakers preparation technician for any AV assistance that you may require.

- **Where am I sitting? If the room set up allows, have the presenters all sit together (usually the front row of chairs). As session chair, sit closest to the lectern as you will be getting up to introduce each speaker and open and close the session.**

- **Familiarise yourself** with the Presentation Briefing Notes, available at http://conference2018.aes.asn.au/index.php/the-conference/presenter-and-chair-information

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Once the speakers and audience have arrived, here's how you can keep the session on track.

- **Start and finish on time.** Maximise the time you have available by getting the audience settled quickly and starting on time (not early). Encourage the audience to take their seats and, where possible, suggest that audience members move to the front of the room and to the centre of the rows of seats so that people who come in late can quickly find somewhere to sit without disrupting the speaker.

- **Set the stage**. Welcome the audience and introduce yourself (name and affiliation). Let the audience know what the focus of the session is. Ask them to turn their phones to silent. Remind them what the session format is; how long each presenter will have to speak and how long the audience will have for questions. **Example**:

  Welcome to this session, which focuses on using surveys as a data collection tool. My name is Seuss I am, and I work at the Research Centre for Green Eggs and Ham. I'll be the chair for this session. We have 60 minutes for today's sessions, and two, 15 to 20-minute presentations. There will be 5 to 10 minutes at the end of each presentation for you to ask questions. I'll be keeping presenters informed about how long they have left, and stopping them when they need to finish.

  Today, the presenters will cover a range of topics relating to using surveys, including useful ways to access hard-to-reach populations, and how online surveys can help boost response rates.

  It's now my pleasure to introduce our first speaker …

- **Introduce each presentation.** (See below for Ignite segments.) Use the presenter profiles to introduce each speaker, noting their name and affiliation and the general topic. Transition between presentations by thanking the previous speaker and introducing the next. Some presenter bios are available online at https://aes18.sched.com/. All bios will be available to you on the day of the session. Collect them from the registration desk located inside the entrance of the conference centre pre-function area.

- **Ignite presentations.** Introduce the speakers for the Ignite segment of presentations in the sequence they will present. Ensure that each speaker has no more than 5 minutes. Facilitate a *very* short Q&A at the end of the whole Ignite segment (and not after each Ignite presentation).

- **Watch the clock!** Use a pre-agreed signal to warn the speaker as their time elapses. Dinging on something with a pen works!

- **How do I make it stop?** Be polite, but forceful if a presenter does not stop when required to. You can do this by standing, moving toward the lectern, thanking the presenter and stating the need to move on. Encourage the presenter to move to a slide that displays their contact information.

- **Facilitate discussion.** Keep a note of who has raised their hands and call on people in turn. Set an expectation for professional, courteous discussion. Ask that questions be short and targeted, and encourage people to follow up with the

speaker after the session. If lots of people have questions, try to avoid any one person taking over the discussion.

- **Ensure everyone hears the question.** People in the audience are typically facing forwards, and people sitting behind them may not hear the question. Use the lectern microphone to repeat the questions that audience members ask. This also gives the speaker a chance to think about their response. Be careful not to let the question time go longer than allowed.

- **Tie up the loose ends.** Help to finish up the session by thanking the presenters and the audience. If there is a session following, ask that the audience leave the room quickly.

It is **extremely important** to **keep the program to time**. Please be aware of the time periods within which speakers have been designated to present.

If one of the papers in your session is cancelled or the speaker is not present, please keep to the program running order. **We request that the order of the presentations remain the same**, and any gaps should be filled only by informal discussions. The same policy applies if a speaker should finish their presentation earlier than expected. This will allow participants to move between sessions to attend presentations at their scheduled times.

Presentation times and types:
Each presentation allows for the following time frames. In the program, a 25 minute oral presentation has been allocated 30 minutes in order to allow for a change over time between sessions. Likewise a 50 minute oral presentation has been allotted 60 minutes in the program.

Short paper	25 minutes (15-20 minute presentation, with time for questions, as negotiated by presenter and chair)
Long Paper	50 minutes, (two 15–20 minute presentations or one 40+ minute presentation, with time for questions, as negotiated by presenter(s) and chair)
Panel	50 minutes
Skill Building Session	50 minutes
Consultation and Collaboration	50 minutes
Ignite presentation	5 minutes with no Q&A after each Ignite. Instead, the chair should facilitate a short Q&A after all the Ignites have been delivered.

Please see the appendix for more details on the procedures for each presentation type (or modality).

HOUSE KEEPING ANNOUNCEMENTS

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

AUDIO VISUAL

Each Hotel Grand Chancellor presentation room is equipped with:
*   screen
*   sound patched from the computer to the room's PA
*   a presentation computer
*   a lectern, and
*   Q&A microphone (where necessary)

Microphones will remain on (if there are microphones). It is unnecessary to turn them off. In the unlikely event that any of the equipment fails, speakers are 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. A technician will be available in order to assist with any audio-visual requirements.

Thank you for your help in making the AES 2018 International Evaluation Conference a success! For further details or assistance, please email
conference@aes.asn.au

Presentation formats for conference presentations

1. Short Paper

Duration: 25 minutes
Procedure: Up to a 20 minute presentation, with time for questions, as negotiated by presenter and chair
Content: A formal, thematic, presentation focused on an issue facing the field of evaluation
Abstract: Details the focus of the paper and the way(s) in which it contributes to the body of knowledge in the field of evaluation.

2. Long Paper

Duration: 50 minutes
Procedure: Two 20 minute presentations on a related topic or one 40 minute presentation, with time for questions, as negotiated by presenter(s) and chair.
Content: The long paper session is a formal thematic presentation focused on an issue facing the field of evaluation. It gives more time for in depth exploration of the ideas presented and may comprise multiple presentations (linked papers) or a single presentation. The long paper mode is also suited to a single expert lecture. If you have multiple experts on the same topic, please submit a panel session instead.
Abstract: Details the focus of the paper and the way(s) in which it (they) contribute(s) to the body of knowledge in the field of evaluation. Include two abstracts for a two-paper session.

3. Panel

Duration: 50 minutes
Procedure: A Panel session can involve up to 5 speakers exploring a topic related to a conference sub-theme. The format allows speakers to weave together innovative ideas, explore concepts from multiple perspectives and critically reflect on issues facing evaluation. These sessions are interactive, with about 30%

of the session dedicated to audience participation. This might be through:
- question and answer time
- discussion or other facilitated activity
- debate on a topic

Content: A panel session is a group presentation of a suite of ideas, innovative methods, or discussion by experts on a topic of interest of relevance to the conference theme

Abstract: Includes a description of the topic and its importance, the panellists and their backgrounds in relation to the topic. You also need to describe the structure of the session, including how you will facilitate audience participation.

4. Skill Building Session

Duration: 50 minutes
Procedure: In a skill building session, the presenter delivers a demonstration or mini-workshop that enables attendees to see and/or practice a skill, concept or tool. Each session needs a clear learning objective.
Content: Skills building sessions can focus on foundational evaluation skills and capabilities, advanced topics or new tools
Abstract: Includes a discussion of why this skill/tool/concept is important, how the presenter will teach the skill within a short time frame, and whether it is foundational or advanced.

5. Interactive Session

Duration: 50 minutes
Procedure: We invite you to nominate an interactive session formats (which could include the World café, campfire session or may adopt another format that you nominate).

- *a. World cafe:* There are many variations of this well-known participatory format. Attendees are seated at tables. After introductions, the tables explore a big question for 10-15 minutes. Once time is up, all-but-one of the table's participants move to another table and repeats the process. The participant who remains – the table host – shares what was previously discussed. After 3 rounds, the key points from each table are presented to the wider group for

discussion. Presenters are expected to frame the questions explored in the world café sessions and facilitate sessions.

- *b. Campfire session*: Unlike traditional long and short paper formats in large rooms, the Campfire sessions are more intimate involving smaller groups. The format starts with a leader/facilitator speaking for 10-15 minutes about a topic then helps to foster group discussion and peer-to-peer learning for the remainder of the session.
- *c. Other interactive format*: The aes18 committee welcomes proposals for other interactive formats.

Content: The content should clearly relate to the conference theme of Transformations and should relate to one or more of the sub-themes.

Abstract: Includes the topic for discussion, the purpose of the interactive session, the type of interactive session, how the presenter will solicit feedback from attendees, and how the information generated in the session will be distributed to participants after the session.

6. Ignite Sessions

Procedure: The aes18 committee is excited to be bringing the Ignite presentation format to the 2018 conference. Ignite presentations run for exactly five minutes using 20 slides that auto-advance every 15 seconds. The result is a short and informative presentation – which can often also be very entertaining! For examples of the format see http://www.ignitetalks.io/.

Content: Ignite presentations should be visually appealing and 20 slides long. They could be focused on telling the story of an evaluation or could introduce a tool or technique. They should relate to the conference theme in some manner or other.

Pitch: Provide brief details of the topic of your ignite presentation in 100 words only (entered in the Abstract field). This should be written in an appealing manner that provides a 'pitch' for why people should come to your session.