



Free and Open Source Software for Geospatial Conference 20 - 23 October 2009

CHAIRPERSON BRIEFING NOTES

These briefing notes are designed to assist you in understanding your role as Chairperson within the Conference Program.

TO ENSURE THE SMOOTH RUNNING OF YOUR SESSION

It is recommended that you visit the FOSS4G website prior to the Conference to read the abstracts and biographies of the speakers who will be presenting in your session. This will allow you to gain some background knowledge on the speakers and also a summary of what they will be presenting.

Prior to your session, please check with the registration staff for any messages. Please remind delegates to switch mobile phones to silent mode when in session.

We request that you assemble in the session room at least **10 minutes prior** to the start of your session. This will allow time for you to liaise with the speakers presenting in your session. Speakers have also been advised to meet in their session room 10 minutes prior to the start of their session. This will give you an opportunity to obtain a brief history of the speakers in preparation for their presentations.

During the presentation, Chairpersons are encouraged to prepare a couple of questions relevant to the presentation in order to encourage discussion and audience participation.

PRESENTATION TIMES

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 as listed in the program. Should one of the papers in your session be cancelled or the speaker is not present, please keep to the program running order.

Keeping time: A timer that is linked to the lectern will be available on the head table. You will need to set this timer to the allotted presentation time for each speaker. This timer will then count backwards so both you and the speaker (at the lectern) are aware of how much presentation time is left.

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 Conference Managers either in person or will be left on the head table 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.

AUDIO VISUAL EQUIPMENT

Each session room will be set with the following standard audio visual equipment:

- Microphone and lectern
- Data projection
- Screen
- Laptop computer
- Question and answer microphones (*Parkside Auditorium only*)

Please note that microphones will be on at all times. There is no need to switch them on or off.

In the unlikely event that any of the equipment fails, speakers have been requested to continue with their presentations whilst the operator 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 audiovisual requirements.

Speakers have been requested to visit the Speaker Preparation Room located in the Exhibition Area in Parkside Foyer, Level 1 of the Sydney Convention and Exhibition Centre, at least 2 hours prior to their session to hand in their presentations.

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ADDITIONAL INFORMATION

If you require further assistance, please contact the FOSS4G 2009 Conference Managers on 02 9265 0700 or at foss4g2009@arinex.com.au

Thank you for your assistance in making the FOSS4G 2009 Conference a success!