



## **INFORMATION FOR SESSION CHAIRS**

### **Room Preparation**

Each event room is fully equipped with the following:

- Projector
- Screen
- Lectern with microphone
- Portable microphone for audience questions
- Front desk for session chairs

### **IT/AV Preparations**

A fixed PC for presentations will be provided by the Surgeon's Quarter AV Team in all rooms. All presenters/speakers should upload their presentations onto a pre-agreed system (more information to follow). Alternatively, these can be brought on a USB stick, however, please ensure that any USB sticks do not have restrictive security settings that will prevent access. Where delegates companies' policies prevent this, they should bring their own laptop.

If a speaker is providing their own laptop, the Surgeon's Quarter AV Team will provide a standard HDMI connection. In this instance, presenters/speakers have been advised to ensure that their laptop has an HDMI port, or that they have the necessary adaptor.

*For any speakers using a Mac laptop, they have been asked to ensure they bring an adaptor to connect to the projector as these are not available onsite.*

Speakers have also been advised to contact Jackie Hudson at The Surgeon's Quarter if they have any other IT/AV equipment requirements.

### **Timekeeping**

Timekeeping will be monitored by the session chairs. Presenters/speakers have been urged to control their timekeeping and not exceed the targeted 20min per paper (which includes transitioning to the next speaker). Session chairs shall advise when there are 2 minutes of scheduled time left. Speakers have also been urged to target just less than 20mins to allow for the successive preparation of the next speaker. Chairs should ensure as quick and smooth a transition to the next speaker/Q&A session as possible. However, chairs do have some authority to be flexible with the timing, as 30min for Q&A are scheduled. Some creep over allocated time can be permitted, but this will impact the Q&A capacity. The critical timing aspects are to ensure that the each 'block' finishes on time to ensure that coffee breaks, lunch breaks and end of day timings are not compromised.

Chairs of block 2 sessions on Tuesday, Wednesday and Thursday are also reminded to be aware that there is a Young Pipeline Professionals slot before lunch on each of those days. The block 2 sessions need to end at their allocated time to ensure that the YPP presenters are not compromised.

### **Questions and Answers**

Each paper is part of block of 3 papers; all questions and answers are to take place within a 30 minute (nominally) long section at the end of each block. Speakers have been asked to not invite questions at the end of a paper. Chairs are asked to remind the speakers and audience of this at the start of each session. Should a paper end early, limited questions may be invited by the chairs, but caution is advised not to allow this to extend the session or impact too severely the allocated Q&A time.

### **Refreshment Breaks**

The coffee break location will be advised during the on-site registration; chairs are asked to remind delegates of this at the end of each session.

Lunch will be served, buffet style, in the Playfair Hall within the Playfair Building; again, chairs are asked to remind delegates of this at the end of the morning session (block 2).

At the end of the final session (session 4) on day 1 and day 2, chairs shall also remind the delegates of the arranged evening events:

- Monday, 6<sup>th</sup> June 2022: all delegates and partners are invited to the welcome event. This will take place in the Playfair Hall in the Playfair Building, from 7.00pm to 9.00pm.
- Tuesday, 7<sup>th</sup> June 2022: all delegates and partners are invited to the JTM dinner. This will take place at the National Museum of Scotland (a short walk from The Surgeon's Quarter), from 7.00pm to 11.00pm

### **CONTACT INFORMATION :**

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