Dear Colleague

Thank you in advance for agreeing to be a session chair. This is an important role which makes a huge contribution to the success of the meeting.

Please help us to ensure that each session runs smoothly by following the guidance below:

Oral Presentations

The conference is being held in the University of Liverpool's Central Teaching Hub, which has well-equipped lecture theatres. There will be an AV Technician available to help with any technical problems, but presenters (with assistance from session chairs if required) will be responsible for loading up presentations on the desktop of the projection system, which is run from the lectern at the front of the lecture theatre. They will also need to advance their own slides.

The preferred format for presentation is a PowerPoint (.pptx) file, on a USB memory stick, which can be uploaded directly to the podium from which presenters will give the presentation. They are being asked to format their slides using an aspect ratio of 16:9 for optimal viewing.

Presenters have been asked to start the file name of their presentation with the session and presentation number, and your family name (e.g.   O1 01 Mahroo). This will make it easier to ensure that presentations are loaded into the correct session folder on the desktop, and are in the right order.

Presenters have been asked to identify themselves to you before the start of the session. We will create a folder for each session on the desktop, and each presenter should load their presentation from a memory stick into the correct folder before the session starts.

Each presenter is allocated **10 minutes** for the presentation, with 3 minutes for questions. Although presentations are scheduled at 15 minute intervals, the purpose of the 2 additional minutes is to allow for transitions (bearing in mind presenters need to launch their own presentation), without creating a cumulative burden of delays to the schedule. Presenters have been reminded to indicate to the audience if they do not wish members of the audience to take photographs during your presentation.

Presenters may project their presentation from their own laptop if they wish, but they are responsible for connecting and disconnecting it and ensuring that the presentation medium and any embedded files or links are compatible with the lecture theatre's projection system. They have been advised that If the laptop does not have a full size HDMI or VGA port, they must provide the appropriate adapter to connect their laptop to either of these leads.   They have also been advised strongly to rehearse the presentation by connecting to the lecture theatre projection system before the session starts.

Please try to make contact with all your presenters before the start of the session, ensuring that you know how to pronounce their names. Please take time to familiarise yourself with the lecture theatre layout, the podium and the controls for launching presentations, advancing and moving back slides, and the laser pointer, as you may occasionally need to assist a presenter. Please arrive in good time for your session and check that all presentations are in place in the relevant folder on the desktop.   You will have a desk on the lectern with a single shared microphone. There will be a monitor in front of you so you can view the presentation without turning round.

Please try to keep to time as closely as possible and remind presenters if they are in danger of overrunning. There will be a fixed microphone in the aisle on both sides, so that members of the audience can approach the microphone if they wish to ask a question. You may limit the number of questions if necessary.

Poster Presentations

Posters will be displayed in the G-Flex room, adjacent to the main atrium of the University of Liverpool's Central Teaching Hub. This is a large room with plenty of space. Presenters may put their posters up at any time during the conference and leave them up until the end of the last academic session (lunchtime on Saturday 6th August).

Posters will be displayed in sequence. **Odd-numbered** posters will be discussed in **Poster Session 1** (1330-1500 on Wednesday 3rd August). **Even-numbered** posters will be discussed in **Poster Session 2** (1330-1500 on Friday 5th August).

Please arrive in good time for the start of your poster session you are moderating. Presenters have been asked to stay with their poster for the duration of the session when it will be discussed.

Please try to look out for first-time presenters, in particular, to put them at their ease. Some posters will attract more delegates than others, but please make a point of visiting any poster where the presenter appears to be neglected.   If it gets crowded around a particular poster, you may need to encourage some people to move on and return when it is less crowded.