

## **Guidelines – Session Chairs and Presenters**

### **Session Chairs**

- Check your Session schedule date and timings at: [arf-10-tentative-program8.pdf \(vtol.org\)](#)
- Check with the 'Registration Desk' on the 'Session Assistance (VFS Student Volunteers) Roster' and link-up with your 'Session Assistance'.
- Confirm with 'Session Assistance' that all 'Presentations' and 'Bio's as scheduled for the Session has been loaded on the system.
- No Bios are to be read. It will be on the Screen for Delegates to read during the change over of Speakers.
- Ensure the Presentations run as scheduled, and no extension of time is granted.
- Coordinate the Question time, within the Presentation Schedule.
- Questions that cannot be accommodated in the Scheduled time; be advised for connecting with the Speakers during the Tea/Coffee/Lunch breaks.

### **Paper Presenters**

- Check your Session schedule date and timings at: [arf-10-tentative-program8.pdf \(vtol.org\)](#)
- Link up with your Session Chair to confirm that your Bio and Presentations are correctly uploaded on the system.
- No laptops and other storage devices will be permitted for the presentations.
- **All Presentations and Presenter's Photo and Bio (100 words only)** are to be sent to the Conference Support Vicky Chang at [vickychang097@gmail.com](mailto:vickychang097@gmail.com). **no later than Friday 25 Oct 24.** Presentations, Photos and Bios received after this date will NOT be included in the schedule for presentation.
- Your presentation is to close 5 mins before the schedule for Question Time to commence.
- Any presentation that does not close by the schedule will be stopped by the system, for the next presentation to commence.

The 'Conference Organising Committee' looks forward to delivering another successful Asian Australian Rotorcraft Forum Series 10, under your support and following the above guidelines.