



# CHAIRPERSON BRIEFING NOTES

We ask that you take the time to read the following briefing to ensure the session you are chairing runs smoothly and successfully.

## WHO IS DOING WHAT?

The Conference Managers will handle all the administrative arrangements for speakers.

A speaker case manager from the Office of the Federal Privacy Commissioner, Australia has been appointed to each session. They are responsible for organising the session which you are chairing and will liaise with you and the speakers on the content and conduct of the session and how their presentations interact with the session objectives and the presentations of the other speakers. The speakers have been asked to build their presentation with a practical focus to tie into the Conference theme “Practical Privacy for people, government and business” as well as to stay closely to the theme for their particular session.

The speakers in your session have been advised to contact their speaker case manager with any questions they may have with reference to their abstracts or papers.

The speakers have also been advised that a Chairperson will be appointed to their session. We have asked each speaker case manager to ensure that they facilitate early discussions between the relevant parties. It is anticipated that the case manager and the Chairperson will work together to ensure that the content of each session is well integrated in itself, and to the various themes running through the Conference, especially the Conference theme.

The speaker case manager will ensure that each speaker is aware of how to contact you and each of the speakers in their session.

## ON THE DAY

On the day of the session you are chairing please arrive at your Session Room at least 10 minutes prior to the start of your session to liaise with your session speakers. Speakers have also been asked to arrive 10 minutes prior to the commencement of the session to meet and liaise with you. The speaker case manager who has been appointed to this session will meet you there.

Each speaker's biography, paper and/or presentation will be supplied to you prior to the Conference. Please take the time to read through these so that you know who each speaker is and what they are going to cover.

One of the primary aims of the Conference is to encourage dialogue, with Commissioners listening to and reflecting on what others say. For this reason, few Commissioners have been asked to speak while almost all sessions will be chaired by a Commissioner. Because of these arrangements, the summing up from the chair at the end of each session will be particularly important.

During the session you will need to:

- Introduce the session and each speaker (please limit this introduction to no more than 5 minutes)
- Keep the speakers to time
- Moderate questions from the audience.
- Present a summary of the session at the end (please limit this summary to no more than 10 minutes).

The summary will be an opportunity for you as the chairperson to reflect on what has been said by the speakers and audience participants during the session. Please utilise this time to summarise your views, tying this back to the Conference theme “Practical Privacy for people, government and business.”

Keeping the program to time is very important. Please be aware of the time periods speakers have been designated to present and make sure you coordinate question time ensuring that the session runs within its allocated timeframe.

## **SESSIONS**

### **Plenary Sessions**

All plenary sessions will last 1½ hours, except Plenary Session E which will last 50 minutes.

Plenary Session D needs to accommodate three speakers and a chairperson summary whilst other Plenary Sessions only have two speakers and a chairperson summary.

Please refer to the table below to determine the requirements of the session you are chairing:

<b>Plenary Session</b>	<b>Number of speakers</b>	<b>Time available per speaker</b>
A	2	35 minutes
B	2	35 minutes
C	2	35 minutes
D	3	25 minutes
E	1	40 minutes

All plenary sessions will be held in the Conference Auditorium. This is the only room where simultaneous interpretation (via headsets) will be provided. The final number of languages offered will be subject to delegates’ and speaker requirements.

### **Parallel Sessions**

All parallel sessions will last 1½ hours. There will be three speakers for each parallel session. Each parallel session speaker has been advised that they have 20 minutes each to deliver their presentation; this will allow 15 minutes for the Chairperson introduction and summary and a further 15 minutes for questions from the floor.

Simultaneous interpretation (via headsets) will only be available for parallel sessions held in the Conference Auditorium. The final number of languages offered will be subject to delegates’ and speaker requirements.

## **SPEAKER READY ROOM**

During the Conference, a Speaker Ready Room will be located in the Promenade Meeting Room 2. This room will be open from 0800-1800 Wednesday 10 September, 0800-1800 Thursday 11 September and 0800 – 1300 Friday 12 September.

The Speaker Ready Room will be equipped with laptops, printers, modems for the three days of the Conference and is available to all speakers and chairpersons. There will be a technician in the room throughout the day to answer any questions.

## **AUDIO VISUAL**

The following Audio Visual equipment will be in every room at the Conference:

- Data Projector
- PC Compatible Laptop
- Lectern and Microphone

All presentations will be loaded on to a common laptop by a technician, prior to the start of the Conference.

Thank you for your help in making the Conference a success.

### **Privacy 2003 Conference Managers**

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