

4th National Bioethics Conference
Dec 6, 7 and 8, 2012
@ University of Hyderabad, Hyderabad, India

Guidelines for Workshop facilitators

The full programme of the 4th National Bioethics Conference will consist of 5 plenaries including an inaugural and a valedictory session. Through these plenaries 13 invited speakers will deliver keynote addresses. The conference will have 9 parallel tracks for paper presentations at which 34 papers will be presented. Additionally, there are 8 parallel tracks for workshops/symposia. There are also poster presentation sessions.

You will appreciate that we want to organize all these presentations as efficiently and smoothly as possible. **Please read these instructions very carefully.**

Your presentations

- **A Speakers Service Center** is available during the whole conference.
- All speakers/ presenters with a power point presentation **MUST load their presentations in the Speakers Service Center** after you have arrived at the Conference venue. There will be technical assistance in case you need help.
- The organizational volunteers will help you to find this room and will supply you with all information needed at the registration desk.
- Speakers/workshop facilitators from the first sessions on each day should hand in their files the day before their lecture is scheduled to take place. We request the speakers of the opening plenary to either send their presentations (if power point slide deck) ahead of time.
- All other speaker, presenters, and workshop facilitators have to hand in their presentations at least 90 minutes before their symposium/abstract/poster session will start, and preferably also the day before.

Additional Information on video files in PowerPoint

The use of video files in PowerPoint is possible, but with some strict guidelines.

You will always have to copy / bring the video files separately from the PowerPoint.

PowerPoint will support the following extensions of video files: .avi, .wmv, .mpg en .mpeg.

Workshop sessions:

- There will be multiple workshops running simultaneously constituting 3-4 parallel tracks of workshops. (For details, please refer to the final conference program at the website www.ijme.in).
- Each workshop session has been allocated 90 mins.
- Each workshop might have different a organisational structure to utilise these 90 mins. However, please make sure that enough time is allocated for the audience to interact with facilitators or presenters; and engage in discussion.
- There will not be any chairs or co-chairs other than your own facilitators mentioned in your submissions. It would therefore be your responsibility to keep the time lines for both yourselves and the audience to enjoy participation in the subsequent activities in the conference according to the program.
- There will be 2 volunteers at each Workshop to offer any other assistance that will be required.

Prior to Your Session

- You should arrive at the conference room a few minutes prior to the start of the session
- Concern yourself with the environment - check sound, lights, laser pointer, PowerPoint presentation. There will be volunteers to assist you in this process.
- Ask all the speakers in your workshop session to join you on stage a few minutes before the start of your session. Ensure that you, as the workshop facilitator, introduce the panel of speakers to the audience.
- Remind the panel speakers about the time limits that they will need to observe. Describe to them the method you will use to **notify** them when they are nearing their presentation time limit and how you will **interrupt** them if they have reached the end of their allotted time. (If need be please use a cue card with a 5 minute warning that you will be provided with).

When Your Session Begins

- Make any announcement received from the Conference Organiser.
- Remind the delegates to switch off their mobile phones.
- Directly ask members of the audience if they can hear you clearly.
- Formally announce the beginning of the session. (If needed, politely encourage the audience to settle into their seats and conclude their conversations).
- Introduce yourself as Session Chair/facilitator and give your affiliation.
- Think about a general introduction to the workshop session. The initial opening of the workshop session by you as the facilitator should briefly and clearly introduce the framework and format for the session.
- Introduce each panel presenter/s at the beginning of your workshop session - give their affiliation and the title of their talk.

Discussions

- Start the discussion by announcing that the floor is now open. Suggest that audience members start off before asking a question by giving their name and affiliation; interrupt them to do so if they forget.
- Microphones are available at the seats of the conference room. Ask the delegates to use these when asking questions.
- If there are no questions, the workshop facilitator should have one or two questions ready to ask, to get the ball rolling.

Closing the Workshop Session

When the workshop session concludes, please **thank the audience** for attending the session and their participation and speakers/presenters for presenting their work.

State that your session is now completed.

Thank you very much in advance for your cooperation,

Kind regards

Conference Co-ordination Committee, NBC-4, Hyderabad, 2012