

## **14th Australasian Cystic Fibrosis Digital Medical Conference Information & Guidelines for Session Chairs**

1. We require you to Log In to the [Consumer Connect](#) Conference portal 30 minutes before your session for testing. See our step-by-step guide below for in-depth instructions.
2. When logging in, ensure the email you used to register for the conference **matches** the email used to log in for the Consumer Connect portal.
3. Connecting with a laptop, PC or Mac is highly recommended for all sessions. Do not use a tablet or phone. For Mac users it is best to use the Safari browser. Microsoft users are advised to use Google Chrome.
4. Please check your volume and webcam are both switched on in advance. You should be seated in a well-lit room, with the light source coming from in front of you and not behind.
5. You will need good internet connectivity.
6. Once you are in a Session, questions can be posted in the chat box on the righthand side of the screen.
7. Q&A formats for **Plenaries and Concurrent sessions**:
  - i. Questions will be submitted via the chat facility
  - ii. Chairs will read the questions in chronological order. Duplications should be cut
  - iii. Presenters will appear on screen to answer questions
  - iv. Questions not 'asked and answered' will be taken offline and answered by the speaker following the Conference.
8. Here is a Housekeeping Checklist to abide by when Chairing sessions:
  - a. Welcome everyone who has joined the session.
  - b. Introduce each speaker briefly before they commence – no more than 30 seconds per introduction.
  - c. All speaker bios are included in the Conference Program should you need them. Please paraphrase as necessary in order to ensure that introductions are kept short.
  - d. Advise audience of any pre-recorded presentation and whether the presenter will be online for Q&A.
  - e. Advise audience of the duration of Q&A before the session begins e.g. 'there will be 8 minutes for questions at the end of this session'.
  - f. All Q&A will be guided by chairs and questions will be seen in the chat box by the audience.
  - g. Questions not 'asked and answered' will be taken offline and answered by the speaker following the Conference. Share this fact at the beginning and end of the Q&A session.
  - h. Thank the speakers and audience for participating at the end of the session.
  - i. Should the session run overtime, Q&A will be cut short or cancelled to make up time.
  - j. Please prepare a few questions for your speakers before your session.
9. Any questions submitted out of session should be emailed to [info@cfa.org.au](mailto:info@cfa.org.au).

## Chair Responsibilities in Session Room

1. CFA will host each Green Room and be on hand to answer any questions.
2. Read the Speaker Bios in the ACFC Program.
3. Set a timer on your phone for one minute shy of the presentation duration. Advise speakers that they have one minute remaining.  
*"Speaker, please begin your wrap up. You have one minute remaining."*
4. Prepare a short introduction to each speakers – 2- 3 sentences max. for each speaker. Example introduction:  
*"Jo Armstrong is CEO of Cystic Fibrosis Australia and is passionate about advocacy and research. She has spent nearly a decade in the not for profit sector. Read more about Jo's achievements and work history in the Conference Program."*
5. Prepare a Welcome Statement  
i.e. *"Good morning/afternoon to all online and welcome to the ACFC session 'Ethics in CF Care'. We have 3 speakers, and I first would like to introduce Jo Armstrong who will address 'Allied Health Approach to Telehealth'. Jo works in the CF Centre at the Alfred Hospital in Melbourne, has a PHD in ethics and currently chairs the hospital's Telehealth Advisory Committee. "*
6. Prepare a Statement to preface the 'Questions and Answers' section at the end of your session, e.g:  
*"This topic has generated a number of great questions. We have 5 minutes to address as many as possible. My co-chair and I will weed out duplications and answers to questions not addressed will be posted online post conference."*
7. In the event that audience members do not post questions, make sure you have prepared a few Questions of your own for each speaker so that the 'Questions and Answers' section can still be fruitful, e.g:  
*How will the CF Community benefit from this research?  
What is happening in this area internationally?  
What are next steps in gaining wider acceptance for this new technology?*
8. Prepare a Farewell Statement  
*"It is time to finish this session and I would like to thank the outstanding speakers for their insight and knowledge sharing. Thanks to the audience for a great array of questions. Remember that those not answered here today will be on the CFA website post-conference.  
The next sessions in Digital One/Two are (Topic 1) and (Topic 2). They will commence in (x) minutes."*
9. **Note:** If a speaker has technical issues that may delay the start of a session then the speaker order can be changed. Please let the audience know if this is the case.  
*"The order of speakers in this session has changed. Our first speakers is now ..."*

OUR CONFERENCE PROGRAM, SPEAKER BIOGRAPHIES, TECHNOLOGY AND PLATFORM INFORMATION CAN ALL BE FOUND ON OUR WEBSITE: [HERE>](#)