

## ANZESG – Chair Guidelines

- 25 minutes have been allocated for each paper
  - 15 minutes for presenters
  - up to 5 minutes allocated for discussants
  - the remainder for open discussion Q&A's.
- Show the speakers and discussants the '5' flag when they have five minutes left and the '1' flag when they have only one minute left, so that they can conclude and finish their presentation. However, the speaker may choose to use some of the question time if the presentation runs slightly over time.
- For general discussion, participants should raise their hand to indicate to the Chair that they would like to participate in the discussion.
- Please keep questions during the presentation to points of clarification. The author will have time to respond during the Q&A's.