



## GUIDELINES FOR CHAIRS

The 26th International Congress on Modelling and Simulation 2025 (MODSIM2025) organising committee gratefully acknowledges your contribution as a Chair at MODSIM2025. Below are some tips to assist you with the facilitating of your session. MODSIM2025 and congress staff will be on hand to answer your questions and advise you during the congress.

**Remember, as the Chair you are in charge of your session – the audience will appreciate good chairing that keeps proceedings on time, speakers and audience under control, and everyone actively engaged in exploring the topic/s under discussion.**

MODSIM2025 asks that all chairs and speakers must use inclusive and culturally respectful language. **If you aren't sure of how to refer to someone, please ask them.**

If needed, congress staff can be contacted on the congress mobile during the event: 0498 435 169.

### ACKNOWLEDGEMENT OF COUNTRY

The congress is being held on the lands of the people of the Kurna nation. A Welcome to Country will be presented by a Cliffy Wilson, Kurna-man, as part of the formal opening proceedings. A daily Acknowledgement of Country will be presented by the plenary chairs.

Some chairs may choose to provide an Acknowledgement to Country as part of their session, however this is not a requirement. We ask that speakers do not provide their own Acknowledgement of Country at the start of their session in the interest of time.

### BEFORE THE CONGRESS

- Please read the following guidelines in full
- Check your correspondence from Conlog and the congress program for exact details of your session venue, date and time as well as the abstracts
- Please review the abstracts in your session so that you are familiar with them in advance of meeting the speakers. Abstracts will be available in the congress app.

### CONGRESS APP

Please download the congress app prior to the congress. Any last-minute changes to the program will be reflected in the app, and it is important you check this in advance of your session.

## AT THE CONGRESS

- Visit the Registration Desk to collect your name badge and congress materials
- See the Registration Desk on the morning of your session if you have any questions or want to discuss any last-minute changes
- You may wish to meet the speakers from your session prior to their presentation time. Use the app to contact other delegates and introduce yourself
- Make sure you have a watch or mobile phone with you during your session so that you can monitor the time according to the congress program.

## AUDIO VISUAL

Unless previously arranged, only the equipment listed below is provided in each room:

- Lectern and microphone
- Data projector and screen or LCD screen.

## ROOM LAYOUT

- Rooms will be set in a mixture of theatre and cabaret style
- Spaces will be reserved for the chair/s and speakers in the front row with a bell and a set of time warning signs
- Make sure you have a watch or mobile phone with you during your session so that you can monitor the time according to the congress program.

## JUST BEFORE THE SESSION

- Go to your allocated session room at least 15 minutes before the start of your session to meet with the speakers
- Check the program and confirm the order and time in which the speakers are presenting. **It is important that the order and timings do not vary from the program**
- Request that the presenters sit in the front row, near you, so that they can quickly access the lectern
- The speakers should also be acquainted with the audio-visual controls, the microphone system and general room set up. Please check all the PowerPoint presentations are ready to go before the session starts. AV technicians will be available to assist if there are any issues.

## DURING THE SESSION

- Please start sessions on time, even if people are still arriving. Formally announce the beginning of the session. If needed, politely encourage the audience to settle into their seats, conclude their conversations and turn their mobile phones and electronic devices to silent
- Welcome the audience using the microphone, introduce yourself and the theme of the session but keep it brief. Explain the format of the session and when questions will be possible

- Introduce each speaker, their affiliation and give the presentation title from the notes provided. Let the audience know that biographies are available within the congress app
- Keep track of elapsed time during a presentation. Use the provided bell and time warning signs to alert the speaker of the time remaining
  - Unless otherwise noted, presentations are 20-mins inclusive of questions
  - At the 13-min mark, provide the speakers with a time-warning
  - If speakers go past the 15-min mark, ask them to swiftly conclude the presentation
  - Do not allow speakers to go past the 20-min mark. In fairness to other speakers, ask them to cease presenting and leave the lectern.
- If time permits, you may open the floor to questions. Be ready with an 'icebreaker' question should there be no questions forthcoming from the delegates
- Ensure that question time does not go beyond the allocated time. There may be opportunities in the breaks for additional questions to be directed to the speaker. It is very important that you keep the sessions running strictly on time
- Do NOT adjust the time schedule for short presentations or no-shows. If a speaker finishes early or a talk is cancelled, try to encourage further questions or discussion relating to a previous presentation.

## CLOSING THE SESSION

- After the last presentation, conclude by summarising the content of the session and give a final acknowledgement to speakers and audience for their participation
- Give some direction to the audience on what comes next in the program (e.g. "It's time for lunch in the exhibition area"). Read any housekeeping notes as provided to you via the organisers
- Remember, as Chair you are in charge of your session – the audience will appreciate good chairing which will keep proceedings on time, speakers and audience under control and everyone actively engaged in exploring the subject under discussion.

## FURTHER ASSISTANCE

Thank you for your help in making MODSIM2025 a success. Your participation and support are highly valued. Please contact Conlog if you require further assistance.

**Conference Logistics (Conlog)**  
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