



The First China-Australia Symposium
on Crop Stress and Climate Adaptation



2026 China–Australia Symposium on Crop Stress & Climate Adaptation

Launceston Conference Centre | March 12-13th 2026

Session Chair Guidelines

Thank you for agreeing to chair a session.

The session chair helps the session run smoothly and keeps the program on time.

Your Session

Check the online program to confirm:

- Your session date
- Start and finish time
- Room location

A session is the full time between two breaks. For example, from the end of morning tea until lunch. It includes several presentations in a row.

Presentations and Speakers

The program lists:

- Presentation titles
- Speaker names
- Time for each presentation

A script will be provided to you with the presentation title, speaker name, and organisation. Please read this aloud at the beginning of each presentation to introduce the speaker.

Online Program Updates

The online program is updated regularly.

Changes may occur at short notice, so please check the program before your session.

On the Day

On the morning of your session, please visit the registration desk to:

- Collect any printed materials
- Ask about speaker cancellations or changes
- Receive any housekeeping announcements

Session Room

Your session room is listed in the program. Please arrive 15 minutes early to:

- Meet the speakers
- Check they are ready to present
- Learn where the lectern, screen, and equipment are



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Cancellations and No-Shows

If a speaker cancels or does not arrive, please do not move other presentations earlier.

Instead:

- Use the extra time for questions or discussion
- Tell the audience the next presentation will start at the scheduled time

Many delegates plan their day using the published program times.

Presenters

Presenters have been asked to provide their slides before the conference. The audio-visual staff will load slides onto the presentation computer.

If a presenter brings a USB, please direct them to the audio-visual technician.

Other points:

- Presenters should sit near the front of the room
- Tell speakers you will show time cards (5, 2, and 1 minute remaining)
- Ring the bell when their time is finished
- Let speakers know you will stop them if they go over time

During the Session

There will be a chair's table at the front with time cards and a bell. Please use your phone to keep time, as it is more accurate than wall clocks. Please confirm the presentation times on the conference website.

During the session:

- Start and finish on time
- Do not wait for late speakers or delegates
- Introduce yourself, your role, and your organisation
- Share any housekeeping announcements
- Ask delegates to put devices on silent
- Introduce each speaker from the lectern with their title, name, and organisation

Keeping Time

Keeping to time is very important. Please ensure you:

- Keep all speakers on schedule
- Show time cards clearly
- Ring the bell when time is finished
- Do not allow questions if a speaker uses all their time
- Move directly to the next speaker



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Question and Answer Time

The Q&A allocations for each presentation time slot is outlined here.

- 15 Minutes Presentations - 10 minutes to present and 5 minutes for Q&A
- 10 Minute Presentations - 8 minutes to present and 2 minutes for Q&A

Please:

- Do not allow questions if the speaker has used all their time
- Ask for audience questions if time allows
- Be ready to ask a question if the audience is quiet

In larger rooms:

- A microphone may be provided
- Ask a delegate to help pass the microphone if needed
- Make sure speakers use a microphone when answering

Audio-Visual Support

- An audio-visual technician will be in the room
- Another technician will move between rooms to assist with any issues

At the End of the Session

- Use any remaining time for questions or discussion
- Thank each speaker
- Make closing remarks if needed