

Guide for Presenters and Chairs of IAP2 events

This guide has been developed by the International Association for Public Participation (IAP2) Australasia to help clarify the expectations of presenters involved in Symposiums. Please feel free to use and customise.

All of our IAP2 events present us with an opportunity to demonstrate IAP2 Core Values (<http://www.iap2.org.au/resources>) in action. The Core Values say a lot about us and what we aspire to be. It is our belief that by providing participants with an experience of these values 'in action', as an integral part of the conference/symposium/workshop format, we will deliver a more rounded and memorable learning opportunity.

Our aim is to support you to honour these values in your Conference presentation: either in your role as workshop presenter, panel member or session chair.

These suggestions have come from our experience as organisers and event participants.

Suggestions for presenters

- The time you have should be equally shared between telling the story, and interaction with those attending the session. For example, if you have one hour, plan to use approximately half of this for interaction rather than present for 50 minutes and leave 10 minutes for questions.
- Focus upon what you have learnt from your experiences, what changed for you, your reflections and impressions, and/or the things that made a difference for you /your organisation.
- Please refrain from providing masses of detail about your project. This can be offered in other formats (iap2 web sites, hand outs etc).
- Encourage attendees to ask questions and to reflect on their own experiences. The Chair of each session will work with you to help facilitate this.
- We encourage you to use a variety of tools in your visual presentation and refrain from relying solely on PowerPoint. If you are using PowerPoint we encourage you to let your imagination go wild and incorporate photos, diagrams or short videos. Please refrain from using too many slides or too much text per slide.
- If you are partnering with another presenter, consider using an interactive technique to present such as an interview, rather than have one presenter speak followed by another.
- Incorporate IAP2 tools and techniques into your presentations (<http://www.iap2.org.au/resources>).
- Be prepared to stick to time and please practice your presentation.

Our Symposiums have an **Appreciative Inquiry** orientation, which means that we want to celebrate and focus upon what is currently working, and how we can build upon it. At the same time it is very useful to share some of the challenges, and what we have learnt from what has not worked so well. Attendees will appreciate your candor and honesty.

Suggestions for Chairs

The Symposium Session Chairs are very important in assisting us to make the event run smoothly.

Prior to the Symposium please contact your panel of speakers to:

- familiarise yourself with what the speaker intends to deliver, including how long the presentation will take and how it will model IAP2 Core Values and encourage participation (see Speaker's guidelines).
- obtain clarity about the allocation of time within the session for discussion and questions.

At the Symposium your tasks include:

- Ensuring that the AV equipment is all in order prior to the presentation (an AV expert will be available on the day of the Symposium).
- Arrive to the session room at least 10 minutes prior to the beginning of the session with your presenter bio.
- Welcome people into the room.
- Start on time whether the audience is full or not.
- Introduce yourself and take a minute to explain your involvement in IAP2.
- Provide a *short* introduction of the speaker (most bios will be the program booklet).
- Facilitate time for reflections and questions from the audience.
- Signal when the speaker has five (5) minutes remaining. A further "time's up" signal may be necessary at the completion of the speakers allocated time.
- Thank the presenters and attend to house keeping.
- Ensure people know where to go for the next session.

It is considered good practice to talk to all of your presenters and chairs PRIOR to the symposium/workshop - and encourage them to talk to one another. You might want to set up a teleconference to do this.

Talking before the Symposium

So that we are all on the same page we have provided an **opportunity for presenters to participate in a teleconference** with NAME and NAME from IAP2 (insert Affiliate or Chapter name), and the Chair of your session.

The purpose of the teleconference is:

- to exchange information and thoughts on what and how your session (either workshop or panel) will be delivered
- to brainstorm ideas with the group about how your session can complement the other presentations and model IAP2 Core Values
- to establish clarity about how IAP2 can work with you to ensure your presentation complements the spirit of the event and is given every opportunity to be of a high standard.

EXAMPLE

Thursday 31 st January/Friday 1st February 2009 Teleconference PANEL CALL					
First Name	Surname	Organisation	Email	Location	LOCAL TIME /DATE
Anne	Smith	Insert org	insert email address	St Paul Minnesota USA	2 pm 31.01
Leo	Smith	Insert org	insert email address	Nova Scotia Canada	4 pm 31.01
Robert	Smith	Insert org	insert email address	Brighton UK	8 pm 31.01
Judy	Smith	Insert org	insert email address	Claymore NSW AU	7 am 01.02
Wendy	Smith	Insert org	insert email address	Nimbin NSW AU	7 am 01.02
Desley	Smith	IAP2 (insert Affiliate or Chapter)	insert email address	Brisbane QLD AU	6 am 01.02
Rosemary	Smith	IAP2 (insert Affiliate or Chapter)	insert email address	Sydney NSW AU	7 am 01.02
Thursday 31 st January/Friday 1st February 2008 Teleconference SHARED SESSION CALL					
First Name	Surname	Organisation	Email	Location	LOCAL TIME/DATE
Amelia	Smith	Insert org	insert email address	Vancouver Canada	1 pm 31.01
Stephanie	Smith	Insert org	insert email address	Ottawa Canada	4 pm 31.01
Robert	Smith	Insert org	insert email address	Melbourne VIC AU	8 am 01.02
Jenny	Smith	Insert org	insert email address	Sydney NSW AU	8 am 01.02
Desley	Smith	IAP2 Pres A' Asia	insert email address	Brisbane QLD AU	7 am 01.02
Rosemary	Smith	IAP2 NSW Cord	insert email address	Sydney NSW AU	8 am 01.02
Leisa	Smith	IAP2 M'ship Coord	insert email address	Bris QLD AU	8 am 01.02

Dial in Details:

US/Canada: insert number	Pass code for all countries: insert number
Australia: insert number	
UK: insert number	