

OECD/IMHE General Conference

Paris, 13-15 September 2010

Guidelines for plenary session moderators, keynote speakers, speakers, discussants and panellists

1. Introduction

Thank you for agreeing to take part in the IMHE 2010 General Conference. Please take a moment to read the guidelines below. Updating on this guide will be notified to you by email.

2. Deadlines

- i) Please check that your bio/CV is already posted on the web with Isabel Garcia (Isabel.Garcia@oecd.org).
- ii) Please check that your online registration is complete with Emily Groves (Emily.Groves@oecd.org).

3. Session information

Please check the programme for the day and time of your session. The online programme is regularly updated and contains details of all sessions and speakers.

Presentation timings: NB all presenters are identified as one of moderator; keynote speaker; speaker; panellist; or discussant.

- Moderators - 5 minutes
- Keynote speakers - 20-25 minutes
- (Other) speakers - 15-20 minutes
- Discussants and panellists - 12-15 minutes

Please keep presentations to the allotted time to permit discussion with the floor. Moderators may cut short presentations that exceed the specified time.

4. Online access to speakers' biographies

Speaker's biographies are available on the website (www.oecd.org/edu/imhe/generalconference). Moderators may consult these biographies to briefly introduce each speaker or panellist. If they are inaccurate, please contact Rhodia Diallo (Rhodia.diallo@oecd.org).

5. Before the conference

Plenary session moderators have been asked to make contact with their panel members in advance. Contact assistance can be provided by the IMHE Secretariat if required.

Moderators should arrange to meet with their panel shortly before the session. A Speakers' Room is located in Room CC18 of the Conference Centre. This room is open from Monday 13 September to Wednesday 15 September from 8H to 18H.

6. Before the session starts

Plenary session moderators are asked to:

- i) make sure you have the CVs/Bios of all speakers
- ii) remind speakers of the time limits of their presentations
- iii) check as to who is using powerpoint (as per your earlier contacts)
- iv) remind speakers to switch off their mobile phones
- iv) session moderators should arrive at the room 10 minutes prior to the start of the session. IMHE Secretariat and technical staff will be available to answer any queries.

7. Absent speakers

Should any presenter be absent, please check with an IMHE staff member before cancelling the presentation. If the absence is confirmed, please fill this time by extending the speaking time of other panellists and allow more time for discussion with the floor.

8. Session Rooms

All plenary sessions will take place in Room CC1+5

Room set-up and audiovisual equipment

- Plenary room is set up theatre style. The room is equipped with a lectern, microphone and standard powerpoint facilities (operating systems Windows).

- If presenters' powerpoint presentations have embedded video or sound, please alert the Secretariat so that they may make the necessary arrangements.
- Presentations will be pre-loaded onto the Conference Centre computer system and it is not necessary for presenters to bring their own laptops. A remote mouse is available for controlling slides. It is essential that presenters who wish nonetheless to use their own laptops make contact with the IMHE Secretariat as soon as possible so that appropriate arrangements can be made with technical staff.
- Presenters may, however, prefer to use a USB key for their presentation.
- An audiovisual technician and IMHE staff will be assigned to each plenary session to manage the audiovisual equipment, to pass the roaming microphones to audience participants and to assist with any queries that you may have.

9. Powerpoint presentations

- These are optional but if they are to be used please bear in mind that the room is large. Text on slides should be a minimum of 24 point.
- Speakers using powerpoint are asked to send their presentation to the moderator in advance to acquaint him/her with the content.
- Speakers using powerpoint should ensure that these reach the IMHE Secretariat by Friday 10 September 2010 latest (Please send to Isabel.garcia@oecd.org).
- If your presentation is subsequently revised please ensure that the Secretariat has the revised version on a USB key.

10. During the session

- Moderators should introduce themselves to the audience, explain the order of presentations and the session format.
- Emphasise that questions from the floor will be taken only after presentations.
- Briefly introduce the session theme in relation to the overall conference title. The draft Discussion Paper (circulate in advance and on the web) may be useful in this regard.
- Briefly introduce each speaker and then ensure that he/she keep to his/her allotted time.
- When dealing with the question period, ask each person to introduce himself/herself by name and affiliation— you may interrupt him/her if this is not done. You may prefer to group related

questions (e.g. no more than 3 or 4). Questions should be brief and relevant to the topic. If there are no questions, the moderator may wish to ask a few questions of the panellists to continue the debate.

- Close the session with a few salient remarks about how the session has contributed to the conference theme. This is important as there will be no further reporting on plenary debates. If time permits, each speaker/panellist may be asked for a final comment.
- Please thank speakers and announce the next session or make other announcements as requested by the IMHE staff.

11. Onsite checklist

- Collect your badge from the conference reception area.
- Check in at the Speakers' Room (CC18).
- Please arrive at the session room a few minutes in advance.

12. Arrival at the OECD Conference Centre

Entrance: 2 rue André Pascal, 76016 Paris.

Please collect your badge at the reception area to access the conference rooms.

Conference centre opening hours: 8H-18H

13. Further Information

For further details of social events, accommodation or general information please contact the IMHE Secretariat: Emily Groves (emily.groves@oecd.org Tel 01 45 24 92 24) and Leslie Diamond (leslie.diamond@oecd.org Tel 01 45 24 75 84).

The IMHE Secretariat thanks all moderators, speakers and panelists for their valuable contribution to the Conference debates.