OECD/IMHE General Conference
Paris, 13-15 September 2010

Guidelines for parallel session chairs and presenters

1. Introduction

Thank you for agreeing to take part in the IMHE 2010 General Conference. Please take a moment to read the guidelines below.

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.

- Chairs - 5 minutes at the beginning of the session and 5 minutes at the end.
- Presenters – 15-20 minutes. Please keep presentations to the allotted time to permit questions and discussion with the floor. Chairs may cut short presentations that exceed the specified time.

Most sessions have two presentations, some have three. The time should be divided evenly (40 minutes each for presentation and discussion where there are two presentations; 25 minutes each where there are three). Chairs should allow a short period of direct questioning after each presentation but may use their discretion as to whether to have more general discussion after both presentations are completed, in order to exploit any complementarities or contrasts between them. This is unlikely to be possible where there are three presentations.

- Close the session with a few salient remarks about how the session has contributed to the conference theme. Please thank speakers and announce the next session or make other announcements as requested by the IMHE staff.

4. Online access to speakers’ biographies

Speakers’ 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 session starts

Parallel session chairs are asked to:

i) make sure you have the CVs/Bios of all presenters

ii) remind presenters of the time limits of their presentations

iii) check as to who is using powerpoint (as per your earlier contacts)

iv) remind presenters to switch off their mobile phones

iv) session chairs 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.

6. Absent speakers

Should any presenter be absent, please check with an IMHE staff member before cancelling the presentation. If the absence is confirmed, a two speaker session can be truncated; but if there are three speakers, please fill this time by extending the speaking time of the other presenters and allow more time for discussion with the floor.

7. Session Rooms

Information about the venue for each session is available in the programme.

Room set-up and audiovisual equipment

- The rooms are equipped with microphones 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.
8. **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](mailto:isabel.garcia@oecd.org)).
- If your presentation is subsequently revised please ensure that the Secretariat has the revised version on a USB key.

9. **Onsite checklist**

- Collect your badge from the conference reception area.
- Please arrive at the session room a few minutes in advance.

10. **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

11. **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).

For accommodation or travel queries, see the Suite Voyage team at their stand outside Room CC13.

*The IMHE Secretariat thanks all chairs, presenters and rapporteurs for their valuable contributions to the Conference debates.*