



**WORKING  
WEEK 2025**  
6-10 APRIL • BRISBANE, AUSTRALIA

**Locate25** | **G**  
THE NATIONAL GEOSPATIAL CONFERENCE

## Chair Notes

Thank you for your important contribution to FIG Working Week + Locate25. We appreciate your involvement.

Please make yourself familiar with these notes to assist you with your role as Chair.

### General Information

Brisbane Convention and Exhibition Centre  
Plaza Level  
Merivale St, South Brisbane

Technical Sessions: Monday 7 – Wednesday 9 April, 0900-1730

### Program

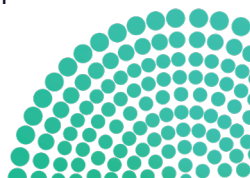
The live program can be viewed online [here](#); the overview of the program can be viewed via the PDF document [here](#)

### Speakers' Preparation Room

- The Speakers' Preparation Room is located in room P3.
- Speakers will be required to upload their presentations in Speakers' Preparation Room at least 2 hours prior to the session.
- Speakers may test their presentations and videos, as well as make changes to their presentation at this time.
- Computers are networked to each of the session rooms where speakers will find their presentations on the laptop when they arrive in the session room.

### Audio Visual

- The following equipment will be available in each room:
  - Projector & Screen
  - Laptop
  - Lectern & Microphone
  - Clicker
  - Handheld microphone for Q&A
  - Microphones on the head table
- There is a dedicated AV technician in the Ballroom and the Auditorium. All other rooms will have roving technicians (approximately one per three rooms) who will base themselves outside the session rooms. Should AV assistance be required you, the Rapporteur, or Volunteer Room Monitor may ask for assistance from the AV technicians.



## Setup

- All rooms, with the exception of P1 and P10, will be set as theatre style (rows of chairs). P1 and P10 will be set with round tables.
- Each room will have a head table.

## Format

- You may run the session how you wish, whether it be presentations, panel, discussion etc
- Please ensure your sessions goes no longer than the allocated time of **1.5hrs**

## Your Role

Your primary role is to ensure the smooth running of your assigned session.

Your leadership and guidance during the session will contribute significantly to creating a positive and impactful experience for both presenters and attendees.

Overall, the sessions should:

- Share innovative perspectives
- Bring new issues forward for discussion and debate
- Connect people with each other

As session chair you should encourage discussion, as it is valuable for the presenters and the audience.

## Prior to the Conference

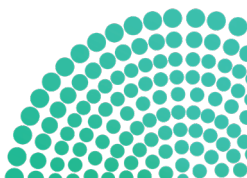
- Read all papers/abstracts and prepare questions which can contribute to the discussion.
- Coordinate with commission chair to discuss the session format, themes, and desired outcomes

## Arrival

- Please arrive in the room at least 15 mins prior to the start of your session.
- Check the program for changes or withdrawals.
- It is important to make yourself known to the speakers and check any pronunciations you are unsure of.
- Check with the speakers that they have uploaded their presentation.
- Discuss the format of the session with the speakers.
- Check the technology is working

## The Session

- Introduce yourself and your affiliation.
- Announce the session title.
- If a presenter is absent, please inform the audience.
- Explain the session format and the subject matter of the session.
- When announcing the presenter, please include their affiliation.
- Please keep to the agreed session format including timings, discussion etc.



### **Facilitate Discussion**

- Be flexible, supportive, and responsive in your facilitation to stimulate valuable and creative interaction among the presenters/audience.
- Encourage and support discussion.
- Prepare a few comments or questions of your own to get the conversation started.
- Start conversations amongst the presenters.

### **Conclude the session:**

- Begin closing the session 2-3 minutes before the official end time.
- Solicit applause from the audience.
- Encourage further discussion to continue outside.

If you have any questions, please contact the Commission Chair.

