FAIR IDEAS

SHARING SOLUTIONS FOR A SUSTAINABLE PLANET

Notes for chairs

Thank you for agreeing to chair or moderate one of the sessions at Fair ideas

We are relying on you to ensure lively sessions that keep to time and make it easy for the audience to stay engaged and interested. All our chairs are very experienced so these notes are just to put forward some suggestions that we have thought about to help ensure a great event.

Session formats

We are hoping that we can balance a good combination between panel discussion and speakers. We are more than happy for you and/or your session organiser to devise your own structure for the session but would recommend that speakers do not speak for more than 5-8 minutes to maximise time for discussion and questions from the floor.

Set-up

We have asked chairs and all speakers to arrive at the room half an hour before the session to ensure that any Powerpoints or multimedia is working, to introduce the panellists to each other and to confirm the running order etc. The room will be in theatre style or classroom style and there will be very limited room for moving things around.

Taking questions

In the larger rooms there will be roving microphones. There may not be time for every panellist to answer every question so the chair will direct questions or panellists can indicate their preference for answering. As there may not be time for a second round it would be good to take a reasonable number of questions first time round.

Please ask people from the floor to give their name and organisation. Unless there are people from the session lead organisation available, roving microphones will be manned by PUC student volunteers, who will speak English but who may need to be given clear directions by the chair.

All sessions, although full, should allow for some questions from the floor. As we want this event to be as participative as possible we are asking our chairs to ensure good timekeeping for some audience participation.

Timekeeping

It will be very important to keep all sessions to time. We want our audiences to feel engaged and interested in the event as a whole, and we feel that coffee breaks and lively sessions are key. We hope you will be able to keep panel speakers to time and be clear that that will be one of your priorities. We will have room champions and PUC student volunteers to support you in that process if need be. Sessions will have to finish on time wherever you are in your session programme. Rooms will need to be set up for the next session and we want people to have time for coffee and a short break.

Speakers room

We have a Speakers Room area at the entrance. This is where you can go after you have registered to take a moment to gather thoughts etc.

Troubleshooting during the session

There will be a 'Room Champion' or volunteer dedicated to your room and if you have any queries during the session, they will be there to help you. There is also an IT specialist assigned to each room to help support technical requirements, and 'roving' IIED staff on call.

Simultaneous translation

Some of the rooms in the venue will have simultaneous translation but in general the sessions are being conducted in English. In rooms where there is translation it would be helpful to remind speakers to speak clearly!

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Location:
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Our translators have also asked for any write-up or description of the session in advance, since having an idea in advance will enable them to do a better job. If you have anything to help them, please send it to us, via kate.lines@iied.org.

Press conferences

Some sessions will be immediately followed by a time for press briefings. If your session is one of these then you will need to collect your speakers/ panellists and accompany them to the press conference room in the basement. If you do not know whether your session is the subject of a press conference, please email mike.shanahan@iied.org

Rapporteuring

A member of the IIED research team will capture the key points from each session and we will publish a paper summarising these in the middle of the week following the event.

Background information

Our Fair Ideas website (www.fairideas.org) will keep you updated on information about the event and will also give you access to a think piece written by our director, Camilla Toulmin, as well as other IIED briefings that cover our perspectives on the conference themes.

Contact details

The PUC site is a large one and we may lose you! Please could you supply us with a mobile telephone number that we can use on the day in case we need to inform you of any further details or changes. You will have received an IIED speakers briefing asking for that information. Alternatively, the IIED host for speakers at Fair ideas: is Charlotte Forfieh on +447949176811 or charlotte.forfieh@iied.org. If you have any problems attending your session please don't hesitate to contact us as soon as possible.

If you have any queries in the meantime or would like further information try www.fairideas.org

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