

## OECD Conference

### Higher Education in Cities and Regions - For Stronger, Cleaner and Fairer Regions

Seville, 10-11 February 2011

#### Guidelines for parallel session chairs and presenters

##### **1. Introduction**

Thank you for agreeing to take part in the OECD Conference on Higher Education in Cities and Regions. Please take a moment to read the guidelines below.

##### **2. 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 – 10 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 four presentations, some have 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 presentations are completed, in order to exploit any complementarities or contrasts between them.

- 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 OECD staff.

##### **3. Online access to speakers' biographies**

Speakers' biographies are available on the website ([www.oecd.org/edu/imhe/regional/conference](http://www.oecd.org/edu/imhe/regional/conference)). Moderators may consult these biographies to briefly introduce each speaker. If they are inaccurate, please contact Austin Delaney ([austin.delaney@oecd.org](mailto:austin.delaney@oecd.org)).

#### **4. 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
  - 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. OECD Secretariat and technical staff will be available to answer any queries.

#### **5. Absent speakers**

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

#### **6. 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 computer system and a remote mouse is available for controlling slides.

#### **7. Onsite checklist**

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

## **8. Arrival at the OECD Conference Centre**

*Entrance:* Campus Ramón y Cajal, Calle Pirotecnia, Seville 41013

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

Conference centre opening hours: 9H-18H

## **9. Further Information**

For further details of social events, accommodation or general information please contact Austin Delaney (austin.delaney@oecd.org)

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