



Together Towards Tomorrow

New Zealand Society Of Otolaryngology, Head & Neck Surgery

74th Annual General & Scientific Meeting

Wairakei Resort, Taupō, New Zealand • 9 – 12 November 2021

www.orl2021.nz



CHAIR PERSONS NOTES:

1. This is an active not a passive role.
2. Please visit the registration desk for messages and to collect speaker gifts. Please note Free Paper presenters do not receive a speaker gift.
3. Liaise with the AV technician in the room you are chairing in, prior to the start of the session to ensure that all presentations have been received and any Zoom or pre-recorded presentation is working.
4. Introduce yourself to your speakers and remind them to keep to time. Advise them that when you 'ding' the bell it means they have two minutes left to talk.
5. Remind delegates to switch cell phones to silent. Don't tell them to turn their phones off though, otherwise they won't be able to use the mobile app.
6. Introduce the speaker to the audience. *Speaker bios can be viewed in the ORL Mobile App.* Instructions on how to access the App are noted below.
7. Start the session on time and time keep throughout the session. A bell will be provided for your use to help you ensure sessions run to time.
8. Thank each speaker and if appropriate take questions at the end of the presentation or at the end of the session.

SPEAKER BIOGRAPHIES

Speaker bios are also available in the **ORL Mobile App**. Simply view the session you are moderating under the "Schedule" menu item, click on each talk to see the speaker and their bio.

Bios are not to be read out in full but are for your reference. A 1-2 sentence introduction for each speaker should be sufficient.

SPEAKER PRESENTATIONS

Subject to speaker permission, PPTs will be available on the ORL website www.orl2021.nz post conference.

Onsite Contact

Donna Clapham - 021 315 133

donna@w4u.co.nz