Instructions for Session Chairs

The final program is available at **aaaconference.com.au/detailed-program/**.

Whilst no major changes are expected, we recommend reviewing the program again immediately before the conference to re-confirm your session, date, time and room allocation, via the website or in the app.

To help facilitate delegate movement between sessions and to ensure the Program runs to time, please adhere strictly to the schedule as provided.

GENERAL TIMING GUIDELINES

- Please do not move other presentations forward if a presenter fails to attend.
- Always begin each presentation at its scheduled time.
- If a presentation slot is vacant, use the time for facilitated discussion.

PRIOR TO SESSION

- Confirm that all presenters have uploaded their presentations at the Speaker Support Desk.
- Check the notice board in the lobby or the conference app for any last-minute program changes, and announce these before the session begins.
- Remind presenters of the allocated time for the overall session and their individual presentations.
- Advise presenters that you will signal their remaining time – at 5-minutes with a yellow card and at 1-minute with a red card.

Important: All presentations will be incorporated into a master PowerPoint file for each session. Presentations cannot be uploaded directly in the presentation room at the start of the session. To ensure presentations run smoothly, please do not replace, rename or move files on the room laptop. Any last-minute changes should be directed to the Speaker Support Desk.

DURING THE SESSION

- Welcome delegates and introduce the session.
- Open each presenter's PowerPoint and introduce them by name (including co-presenters), affiliation and the presentation title.
- Ensure presenters keep to their allocated time using the provided time cards.
- Facilitate Q&A after each presentation, time permitting.
- Facilitate the dedicated discussion slot at the end of your session, if applicable.

PRESENTATION TYPES

- **Standard** - 20 minutes, including 5 minutes for Q&A.
- **Lightning** - 10 minutes (5 slides) with no Q&A.

AV ASSISTANCE

If you experience technical difficulties or require support, please contact the Registration Desk or call:

- Julie - 0422 158 889
- Daniel - 0422 605 758

PRESENTATION PROTOCOLS

All presenters are reminded of the AAA's Code of Ethics regarding the presentation of data and/or interpretations relating to Indigenous culture. Presenters must ensure free, prior and informed consent has been obtained from Indigenous collaborators and/or data custodians before presenting such material, whether as a spoken paper or poster.

Breaches of the AAA Code of Ethics may result in disciplinary action, including expulsion of members under Section 32 of the Constitution.

Session chairs and presenters have agreed to abide by the AAA's:

- Code of Ethics
- Sexual Harassment Policy (2012)
- Discrimination Policy (2012)
- Equal Opportunity Policy (2012)
- Website and Social Media Policies

View AAA policies at **https://australianarchaeologicalassociation.com.au/governance/policies/**