

Chair Brief

Programme

You can see all talks in the timetable [here](#), which also includes timings and room. We will release the book of abstracts in advance. Please get in touch if you have any queries.

Please note that you may have a speaker joining virtually, live via Zoom. The room monitor will let you know at the start of the session if this is the case – virtual speakers will be able to see and hear you for the introduction and if there are any Q&As.

On the day

Please arrive at the presentation room at least **10 minutes** prior to the session. You will be greeted by your room monitor.

As the whole event is being streamed to an online audience, please make sure you and all presenters always speak into the microphone so you can be heard.

We have a very busy schedule and many parallel sessions so keeping to time is important to ensure we do not overrun and to enable movement between sessions. Everyone has 15 minutes for their presentations + max of 5 minutes for questions. The room monitor will hold up a yellow card with 5 minutes remaining and red when there is 1 minute remaining. Only go to Q&A if time allows. Please keep all introductions quite short.

Q&A

We will be taking questions from both the virtual and in-person audience. Any virtual questions will be via the chat in Zoom.

Code of conduct

The Organizers are committed to making the meeting productive and enjoyable for everyone. Please follow and promote our [code of conduct](#).

Freedom of Speech Policy

The Organizers draw your attention to the code of practice regarding [freedom of speech operated by Newcastle University](#). It is not anticipated that invited speakers will find anything objectionable in this code, but if you have any queries please get in touch.

For any queries, please contact the team on magda.carr@newcastle.ac.uk or Katie@beaconhouse-events.co.uk