OECD Conference

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

Seville, 10-11 February 2011

<u>**Guidelines for plenary session moderators, keynote speakers and other speakers,**</u>

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. Updating on this guide will be notified to you by email.

2. Session information

Please check the provisional programme for the day and time of your session. The online programme is regularly updated and contains details of all sessions and speakers.

Presentation timings: NB all presenters are identified as one of moderator; keynote speaker or speaker.

- Moderators - 5 minutes

- Keynote speakers - 15 minutes

- (Other) speakers - 10 minutes

    Please keep presentations to the allotted time to permit discussion with the floor. Moderators may cut short presentations that exceed the specified time.

3. Online access to speakers' biographies

Speaker's biographies will be available on the website (www.oecd.org/edu/imhe/regional/conference). Moderators may consult these biographies to briefly introduce each speaker or panellist. If they are inaccurate, please contact Austin Delaney (ausin.delaney@oecd.org).

4. Before the session starts

Moderators are asked to:

i)   make sure you have the CVs/Bios of all speakers

ii) remind speakers of the time limits of their presentations

iii) check as to who is using powerpoint (as per your earlier contacts)

iv) remind speakers to switch off their mobile phones

iv) session moderators 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 other panellists and allow more time for discussion with the floor.

6. Session Rooms

All plenary sessions will take place in Plenary Room on the Ground Floor of the School of Education

Room set-up and audiovisual equipment

- Plenary room is set up theatre style. The room is equipped with a lectern, microphone 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.

- An audiovisual technician and OECD staff will be assigned to each plenary session to manage the audiovisual equipment, to pass the roaming microphones to audience participants and to assist with any queries that you may have.

7. During the session

- Moderators should introduce themselves to the audience, explain the order of presentations and the session format.

- Emphasise that questions from the floor will be taken only after presentations.

- Briefly introduce the session theme in relation to the overall conference title. .

- Briefly introduce each speaker and then ensure that he/she keep to his/her allotted time.

- When dealing with the question period, ask each person to introduce himself/herself by name and affiliation– you may interrupt him/her if this is not done. You may prefer to group questions (e.g. 4 or 5 together). Questions should be brief and relevant to the topic. If there are no questions, the moderator may wish to ask a few questions of the panellists to continue the debate.

- Close the session with a few salient remarks about how the session has contributed to the conference theme. This is important as there will be no further reporting on plenary debates. If time permits, each speaker/panellist may be asked for a final comment.

- Please thank speakers and announce the next session or make other announcements as requested by the OECD staff.

8. Onsite checklist

- Collect your badge from the conference reception area.

- Please arrive at the session room a few minutes in advance.

9. Arrival at the School of Education, University of Seville

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

10. 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 moderators, speakers and panelists for their valuable contribution to the Conference debates.