

**MOVE 2020**

Chair Pack

**MOVE 2020: February 11th & 12th**

ExCel, London

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# Chair Information:

1. **Please arrive at least 1 hour before the conference is due to commence**. You will be briefed on your role at **8.20am (please mark this in your diary)** on the day(s) that you are chairing (will have a briefing on both mornings) and introduce you to your stage host, who will guide you through the event.
2. Your **stream host** will fill you in on stage and audio-visual setup, advise you of any speaker changes and any general housekeeping issues.
3. You are required to **introduce each presenter** – no lengthy opening remarks necessary. All that is required here is to introduce the stage (welcome to the stream), a quick overview of the stream topic and read the speaker’s **name, job title, company name and their topic**. Keep it short and simple or the minds will wander.
4. If your theatre is sponsored, **please thank the sponsor at the beginning and end of each session**. This will be mentioned in the follow pages, as well as on our website.
5. **Time keeping**. A presenter who runs over the allotted time will disrupt the schedule and start to have a negative impact on the experience. Hurry them along, and, if necessary, interrupt them.
6. With Move, momentum is key – **we want the feel of the whole conference to be fast-paced and upbeat, so it is crucial to keep things snappy** and not to make long speeches or dwell too long between presentations.

Key things to mention at regular intervals:

* If chairing day 1, **please encourage people to attend the MOVE GROOVE party**, taking place directly after the close of day 1 - <https://www.terrapinn.com/exhibition/move/MOVE-GROOVE.stm>
* Let people know about the **Move 2021 booth,** where they can sign up for next year.
* We will send out an **evaluation e-mail** to all participants after the conference, please remind everyone to fill these out to help us improve the conference and our service in the future.
* Remind people that all **sessions will run back to back throughout the two days**, with round tables taking place at 12.40 on Day 1, and 12:30 on Day 2.
* Please **thank our conference sponsors and exhibitors** and encourage participants to spend time browsing the exhibition area.