DUTIES OF PRESENTERS

1. If applicable, please email your PowerPoint Slide Presentation to the ITS Integrator User Group Administrator and Events Co-ordinator, Mrs. Bella Lamprecht, bella@itsiug.org.za by no later than the Thursday 29 February 2024, in the week immediately prior to the start of Conference.

2. If you were unable to supply your slide presentation ahead of conference, then immediately on arrival at conference, please ensure that you visit the Conference Office and arrange with a member of EXCO to upload your Presentation to the Conference server.

Naming Conventions for Conference Presentations

All presentations should have the following naming convention. This will just make it so much easier to reference them for upload to the website after Conference. If there are supporting documents such as an Excel or Word file, which are not inserted directly into the PowerPoint presentation then these should be numbered with a, b, c, etc. Please remove any preparation files or different versions of the final presentation file, which are NOT for public consumption.

Example 1: Naming Convention for the System Track Sessions
i.e. Student, Finance, HR/Payroll and Technical/Exhibitor tracks.

Main file: Session No - Track - Topic	e.g. Session 14 - Student-Strategic Direction
Supporting file: Session No - Subject	e.g. Session 14a - Flowchart
Supporting file: Session No - Subject	e.g. Session 14b - Data

Example 2: Naming Convention for Meet the Expert track

Main file: Session No - Track – Topic	e.g. Session 77 - Meet the Expert-Web Applications
Supporting files: Session No – Subject	e.g. Session 77a - Graph

DUTIES OF CHAIRPERSONS

1. Collect the gifts for the Presenter and yourself as Chairperson, from the Conference Office, prior to the start of the session. Also collect the 'Time Keeping Cards' and return to the office after the session.

2. Ensure that delegates are seated promptly, and that the session begins on time.

3. Welcome all delegates to the session, introducing yourself as the Chairperson, thereafter, introducing the Presenter and if applicable, the Adapt IT Representative/s.

4. Request that participants introduce themselves when asking questions and/or interacting with the Presenter.

5. Keep track of time and advise the Presenter when the presentation period is nearing an end. Allow sufficient time for questions and discussion at the end of the session.

6. Advise the delegates that wherever possible the Presentations will be made available within thirty (30) days of Conference and that these can be accessed via the ITS Integrator User Group website https://itsug.org.za .

7. At the conclusion of the session, thank the Presenter/s and hand him/her the gift. Retain one for yourself.

DUTIES OF SCRIBES

1. If there is no Chair for the Session, collect the gifts for yourself as Scribe and the Facilitator, from the Conference Office prior to the start of the session. Also collect the 'Time Keeping Cards' and return to the office after the session.

2. Ensure that delegates are seated promptly, and that the session begins on time (applicable only to Sessions where there is no Chair or Facilitator).

3. Welcome all delegates to the session, introducing yourself as the Chair/Scribe, thereafter, introducing the Facilitator, Panelists and if applicable the Adapt IT Representative/s (applicable only to Sessions where there is no Chair or Facilitator).

4. It is important to take notes that are relevant to the type and format of the session and the required outcome.

    i. For example, the notes from an **'Adapt IT Presentation'** type session might need to be utilized during a follow-on **'Discussion Forum'** type session, later in the day. In this instance, the notes from the earlier session would serve as a reference during the later session.
    ii. Similarly, the notes from a **'Discussion Forum'** type session should be far more detailed as they may form the basis of a report submitted to Adapt IT, containing recommendations/specifications for proposed systems enhancements or a request that a Specialist Working Team (SWT) be convened.
    iii. In another instance, the session may be a **'Break-away'** type session for system specific discussion. The summary notes from this session – listed in point format, would be used by the Facilitator to report back to the plenary session.

5. Note requests/decisions that a **Specialist Working Team (SWT) or Workshop** be convened. Note the issues to be referred to such SWT or Workshop. In the case of SWTs record the proposed SWT members. Refer the requests for an SWT or Workshop to the User Group Committee meeting through your User Group Representative.

6. It is not necessary to minute general discussion, noting all questions & answers, unless this detail is relevant in terms of proposed enhancements.

7. At the conclusion of the session, thank the Facilitator and hand him/her the gift. Retain one for yourself.

8. Before leaving conference ensure that you have the contact details of the Facilitator.

9. **After conference, type up the notes and compile the framework of a report, the feedback form is available online. Forward this to the Facilitator within fourteen (14) days and consult directly with the Facilitator with respect to finalizing the report.**

DUTIES OF FACILITATORS/MODERATORS

Responsibility BEFORE Conference
Some pre-conference planning & preparation may be necessary.

1. In the case of specific sessions, scheduled as Discussion Forums/Panel Discussions to address specific topics or issues, it is the responsibility of the Session Facilitator – in advance of Conference, to prepare for the session/s by liaising with the Panelists to plan the session. If applicable this could also include input from the Adapt IT System Owners.

2. Other types of facilitated sessions may require a different approach and some advance 'homework' or 'research' into the specific topic, may be necessary in order to prepare for the session.

3. if applicable, email your PowerPoint Slide Presentation to the ITS Integrator User Group Administrator, Mrs. Bella Lamprecht, bella@itsiug.org.za by no later than the Thursday, in the week immediately prior to the start of Conference.

Responsibility DURING Conference

4. If you were unable to supply your slide presentation ahead of conference, then immediately on arrival at conference, please ensure that you visit the Conference Office and arrange with a member of EXCO to upload your Presentation to the Conference server.

5. Session Control: ensure that delegates are seated promptly, and that the session begins & ends on time.

6. Welcome all delegates, introduce yourself as the Facilitator/Moderator plus introduce the Adapt IT Representative/s and the Scribe (if applicable).

7. Request that participants introduce themselves when asking questions, speaking to a proposal and/or interacting with the Facilitator or Adapt IT Representative/s.

8. Where applicable initiate discussion and keep the momentum going. If necessary, draw on the expertise of the Adapt IT Representative/s, to respond to questions of a more technical nature and/or on specific aspects of the system.

9. At the conclusion of the session, thank the Panelists, Adapt IT Representative/s & Scribe(if applicable).

10. Ensure that you obtain the notes from the Scribe(if applicable) or alternatively exchange contact details and make arrangements to be in contact with the Scribe immediately after the Conference.

Responsibility AFTER Conference

11. After the Conference, in conjunction with the Scribe, prepare a report on the Session. Detail the proposals for enhancements and briefly outline the motivation and recommendations of the group.

12. If applicable, include requests for Specialist Working Teams (SWTs) or Workshops with details on the motivation for the event.

13. **Submit the report to the ITSIUG EXCO c/o the Administrator and Events Co-ordinator, Mrs. Bella Lamprecht bella@itsiug.org.za within twenty-one (21) days of Conference.**