

# GUIDELINES FOR BREAKOUT SESSION FACILITATORS

- The IAMRA Conference Organising Committee welcomes your contribution to the 2023 conference.
- Please read these guidelines carefully to ensure that you are completely prepared.

## SESSION LOCATION AND TIMING

Visit the conference website to confirm details of your session in the conference program. The program is subject to change, so please check frequently to view changes and important announcements.

- Breakout rooms are all located on the same level as Mengiat II where the plenary sessions will be held.
- Breakout sessions are either 75 or 90 minutes.
- Most presentations are 20 minutes. A few are 30 minutes; these are noted on the program.
- Workshops are 40 minutes unless noted otherwise on the program.
- Please familiarise yourself with the date, duration and presentations lengths for the session you are facilitating.

## FACILITATING THE SESSION

- Arrive in the session room at 10 minutes ahead of the starting time.
- Meet and greet the presenters who should also arrive early. Remind them of the session timings and that Q&A will be at the end the sessopn (subject to there being time available) unless otherwise agreed. Ask presenters to sit at the front.
- Start on time! If a speaker does not turn up, adjust the running order and allow additional time for Q&A. It does not matter if a session finished early.
- As part of your introduction, we strongly recommend greeting the audience in the Balinese language, "Om Suwastiastu" meaning: "May peace and blessings be upon you" OR "May there be goodness (in your life).” For assistance with pronunciation, please see [here](#).
- Introduce yourself as the facilitator of the session (name, affiliation, country).
- Introduce each presenter prior to their presentation. Name/s, affiliation, very brief bio and presentation title will suffice. This information will be provided in hard copy in the session room.
- Keep time and give presenters a 2 minute warning (5 minutes for workshops). Follow this up with another warning and ask the presenter to wrap up if it appears that they are going to go over time. It is very disruptive to the program for a breakout session to finish late. (There is a little more leeway when the session is followed by a break.)
- Thank each presenter and introduce the next presenter.
- At the end, thank all the presenters and encourage the audience to move quickly to the next session.

## INSTRUCTIONS GIVEN TO PRESENTERS, FYI

All presenters have been asked to load/check/test their presentation at least 3 hours prior to their session. Should you need to go there, the Speakers’ Preparation Room is located in ‘Melasti’, next to the Mengiat Ballroom where plenary sessions will be held.

## USEFUL LINKS

[FAQs](#)
[Terms & Conditions](#)

## LET’S WORK TOGETHER

We’re always looking for new opportunities and are comfortable working internationally. Please get in touch and one of our secretaries will contact you!

[Whatsapp Us](#)

## CONTACT US

+62 812-399-16078

[secretariat@iamra2023bali.org](mailto:secretariat@iamra2023bali.org)

Jalan Tukad Balian no 553C,  
Sidakarya, 80224  
Bali, Indonesia