

GUIDANCE FOR CHAIRMEN

Timings

Chairpersons are reminded about the importance of time-keeping. Please start each session promptly and remind the speakers (they have been warned in the AV Guide) that they will be stopped if they overrun by more than half a minute. If the speaker is not on the conclusion slide by 5 minutes, please interject and tell him/her to jump to the Conclusion. Please do not start sessions earlier than scheduled and try to keep to timings.

The above assumes that the session is running to time. If you have time in hand (say, due to lack of questions for the previous speaker) then please feel free to use a little discretion.

However, speakers should not be allowed to go on for more than 12 minutes whatever the circumstances.

If a speaker does not turn up to give his/her presentation, please do not simply move on to the next presentation. Many delegates organize their timetables such that they switch between lecture halls to hear specific presentations and advancement of the programme in cases of 'no-shows' causes some difficulty.

Please attempt to encourage discussion to fill in any gaps!

Scoring

Most, invited speakers have a 25 minute slot but please check the programme to confirm.

The scoring criteria and score sheets have changed this year. Please familiarise yourself with the details below and the example score sheet below.

Marks for each criterion are on a scale of 0 to 10 where 5 is average:

Scientific or clinical value of the work – including whether it is novel and the likely benefit for the practice of nuclear medicine

0 – No scientific/clinical value

2 – Poor clinical/scientific value

5 – Good scientific/clinical value but not novel and likely to be of limited future benefit

8 - Very good scientific/clinical value or good value and novel or likely to be of some future benefit

10 – Excellent scientific/clinical value and novel or likely to be of significant future benefit

Quality of the visual presentation – including stated purpose, method, presentation of results and visual aids

0 – Unintelligible slides

2 – Poor slides, not easy to follow the message

5 – Average slides, purpose, method and results understandable

8 – Good slides, easy to follow, good use of graphics as well as text

10 – Excellent slides, very easy to read, excellent combination of graphics and text

Performance of the speaker – including oral delivery, time keeping and response to questions

0 – Unintelligible

2 - Difficult to follow, overran time or unable to answer questions

5 – Average, kept to time and satisfactory answers to questions

8 – Very clear speaker, kept to time and good answers to questions

10 – Excellent speaker, kept to time and very good answers to questions

If you are unable to score any of the talks in your allocated sessions due to a conflict of interest, please let us know as soon as possible.

The prizes to be awarded are:

- 1st, 2nd and 3rd prizes for best Oral presentation
- 1st, 2nd and 3rd Radiotherapy Prize.
- Young Investigator prize
- Radiographers, Technologists and Nurses' Group prize
- Multimodality prize for oral presentation
- Radiopharmacy Oral Prize sponsored
- 1st, 2nd and 3rd Radiotherapy Prize
- The Lee Jenkins' Memorial Prize *on the topic of dosimetry and/or quantitative SPECT*

All session chairmen will be asked to complete a score for each presentation which will be handed in to the registration desk. The judges should then use these as a basis for deciding the prizes using their judgment to apply a consistent level of scoring.

Please ensure that you complete the approximate numbers attending in each session on the score sheets.

Also, at the beginning of the session please ask members of the audience to use the microphones if they wish to ask a question (no need to announce their institution).

If one of the papers in the session you are chairing has won a prize in the student prize competition, please announce the fact that the author has won one of the student prizes when introducing the presentation.

We have enclosed in a blue folder a certificate of appreciation to be given to invited speakers after they have spoken.

Thank you for your co-operation.

Example Oral presentation score sheet
One sheet per speaker

To the chairperson of scientific sessions. (PROFFERED PAPERS ONLY)

Score each paper with marks out of 10 for each category, circle as appropriate.

Please refer to the guidelines for chairs for detailed guidance.

This score sheet provides feedback to speakers and is used for grading papers for the award of prizes.

Session:														
Co. chairs	1.						2.							
Paper No:			Speaker:											
Talk Title:														
Scientific or clinical value														
Is it novel and the likely benefit for the practice of nuclear medicine?			0	1	2	3	4	5	6	7	8	9	10	
Quality of Visual Presentation														
Stated purpose, method, presentation of results and visual aids			0	1	2	3	4	5	6	7	8	9	10	
Performance of speaker														
Oral delivery, timekeeping and response to questions			0	1	2	3	4	5	6	7	8	9	10	
Total:														
Do you consider this paper worthy of a prize?			YES						NO					
How many people were present for this session?			< 10			10 – 50			50– 100			>100		

Please put any comments on the back.

RETURN THIS FORM TO THE MAIN REGISTRATION DESK IN THE FOYER AFTER YOUR SESSION. DO NOT LEAVE SCORED SHEETS IN THE LECTURE THEATRE.