

Workshop and Demonstration of Advances in ICT Standards for
Public Warning
19-20 October 2006

Guidelines for Session Organizers and Session Chairmen

Where to find up-to-date information

Information on your session, including session objective, speakers' information and presentations will be posted on the Schedule-at-a-Glance < <http://www.oasis-open.org/events/ITU-T-OASISWorkshop2006/schedule.php>>. Please check the website from time-to-time for updates on your session and the workshop.

Event liaison

An Event Liaison has been assigned to assist you during the workshop planning process. Please feel free to contact Jane Harnad at jane.harnad@oasis-open.org anytime throughout the next couple months.

Responsibilities of Session Organizer

The Session Organizer and Session Chairman of one session may or may not be the same person. The Session Organizer is responsible for planning the structure and content of the session, in consultation with the Steering Committee. The Session Organizer should be the main contact and coordinator of the session's speakers **until the start of the workshop** (with support from the Event Liaison).

Responsibilities of Session Chairman

The Session Chairman is responsible to moderate the session **during the workshop**, control the timing of presentations, note the main observations and conclusions from each presentation, and prepare an overall conclusion for the session.

Actions

The Session Organizer and Session Chairman of each session need to take the following actions:

[Session Organizer] Before the workshop

- The Session Organizer will **propose** speakers from within OASIS and the ITU-T (and other related communities) and decide on whom to invite with guidance from the Steering Committee.
- **Contact/invite** the speakers to participate in the session.
- **Review & discuss** with the speakers the focus of their presentations, in consultation with the Steering Committee. Encourage the use of templates, possibility/desirability of demonstrations from the podium, and the time each speaker is allotted (to include the recommended number of slides).
- **Remind** speakers to send [OASIS](#) their deliverables within the respective deadlines and it is preferred that everyone use the same PC computer provided by the organizers onsite. In the event they are unable to due to special software or other, they (or you) must contact [OASIS](#) immediately with all the details.
- **Review** all the session slides, note any concerns or questions, and pass along recommended edits to the appropriate speaker.

Special Reminder – All speakers should be reminded to forward their workshop material directly to [OASIS](#) and not only to the Session Organizer. If you do receive information from the speaker, please be sure to pass it along to [OASIS](#). It is critical that we receive this information on time.

[Session Chair] During the workshop

- The Session Chairman should **familiarize** themselves in advance with the session speakers and presentations; and may exercise the right to arrange the timing of the individual presentations.
- Session Chairs are encouraged to **meet** their speakers in the meeting room 15 minutes prior to the session. This will allow speakers time to test the AV equipment and Session Chairs the opportunity to address any final changes and/or questions.
- **Introduce** each speaker using the provided biographies.

- Start the session on time and keep it on **time** (using the schedule provided).
- **Moderate** the question and answer discussion period. This discussion period will take place at the end of each session, so Session Chairmen should all follow the timing carefully.
- **Summarize** the outcome of your session in a PowerPoint presentation (using the template provided by the Steering Committee), based on the key observations and conclusions from each presentation, before the wrap-up/closing session. These summary slides will be used in the closing session

[Session Chair] After the workshop

- Contribute to the final report by providing a refined (preferably prose) **text** version of the session observations and conclusions for inclusion in the workshop final report, to: [OASIS](#) – within two weeks of the close of the workshop.

Note: A final version of presentations, summary slides, and report of the workshop will be posted on the workshop website.

Logistics

- **Workshop location** – all functions associated with the workshop will be held at the:
The ITU Headquarters - Montbrillant Building
2 rue de Varembe
1211 Geneva 20, Switzerland
- **Accommodations** – for a list of hotels in Geneva offering bookings at ITU preferential rates, please go to: <http://www.itu.int/travel/accommodations.asp>
- **Area maps** - general information on Geneva, including maps, weather, and transportation may be found at: <http://www.itu.int/travel/geneva.html>
- **Registration** - admission to the workshop is free, however, registration is required for security reasons. Advance registration, which is strongly encouraged, will be open until **16 October 2006**. Session participants may register using the online form found at: http://itu.int/cgi-bin/htsh/edrs/ITU-T/scripts/edrs.ITU-T.workshops.form?_eventid=28.

Special Note: Onsite registration opens on **19 October (Thursday), 2006** at 08:30 hours at the ITU Headquarters, Montbrillant Building. A valid, ITU-issued badge will be required to gain access to the facilities.

Deadlines

#	Deliverable	Template	Deadline
1.	Submission of a short biography (in WinWord format), preferably with a good-quality photo , to: OASIS		29 September (Friday), 2006
2.	Provide your contact information including a mobile phone number on which you can be reached during the workshop, to: OASIS		11 October (Wednesday), 2006
3.	Provide flight arrival time and date - it you will arrive in Geneva after the workshop starts, to: OASIS		As soon as possible/when flight tickets have been purchased
4.	Provide session summary slides (in PowerPoint format) for your session, to: OASIS .	3 WS session conclusion template.ppt	Prior to the Closing Session
5.	Provide a refined (preferably prose) version of session observations and conclusions for inclusion in the workshop final report, to: OASIS		3 November 2006 (within two weeks of the close of the workshop)