

## Instructions for heralds

- Please make yourself known at the registration desk 15 minutes before the start of the first talk you're heralding. They will give you a heralding t-shirt which, ideally, you should wear while heralding. If you've heralded before, please remember to bring your heralding t-shirt with you.
- Before the speakers arrive, you should ensure that there is water available for them. The registration desk will be able to provide water.
- Your main job is to announce each speaker and their talk. Once the speaker is ready, announce their name and the title of their talk and let them start. There's no need to read out the description of their talk.
- If it gets to 5 minutes before the speaker's slot is due to end and the speaker doesn't look like they'll finish soon, you should gently remind the speaker of the time and ask them to finish soon.
- Speakers are expected to handle question-and-answer sessions themselves, but you may assist them by taking a microphone to audience members who are asking questions if necessary.
- Once a speaker is finished, you should assist with the changeover to the next speaker. Hopefully this won't require much effort.
- If you require help or have any questions, please ask at the registration desk.