

that they keep to time. You should warn each speaker that if they over-run, there will be less (or even no) time for questions.

6.

If you have any technical issues, please ask one of the R&B team in the black shirts or any member of RCN staff.

Fire/untoward incidents

The ambassador in your room will have been briefed on the necessary action.

Announcements

If there are any announcements for you to make these will be placed in the chairs briefing pack. The room ambassador will advise/assist if necessary.

Security

Please be vigilant on matters of security and equipment. If in doubt, please ask for identification.