

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.