



**BGCi's 9<sup>th</sup> International Congress on Education in Botanic Gardens**  
**Missouri Botanical Garden, St, Louis Missouri**  
**26<sup>th</sup> April – 1<sup>st</sup> May, 2015**

**Roles of Congress Participants**

The following guidelines have been drawn up to ensure that everyone involved in each session has a clear idea of what is expected of them. If you have any questions, please do not hesitate to contact us at: [EducationCongress@bgci.org](mailto:EducationCongress@bgci.org).

**The Roles:**

- Convenor. Not all sessions require a convenor.
- Speaker

**The Convenor:**

- is responsible for the content of the session which includes recruiting speakers and ensuring coherence between presentations, without repetition or overlap.
- is responsible for submitting the session proposal and all other documentation, including speakers names, etc. Once accepted, the convenor is solely responsible for all online content for the session.
- is the point of contact between session participants and Congress organisers.
- is in charge of the session and must ensure that all speakers are well briefed, organised and that their presentations are uploaded on the congress system.
- may also be a speaker during the session.
- of panel sessions, world cafes and roundtable discussions are responsible for recruiting all the speakers/hosts for each session.
- is asked to pay the normal registration fee.

**The Speaker:**

- is normally invited, by the convenor, to speak about a certain topic.
- develops their presentation based on the brief provided by the convenor about their speech and the content of others in the session.
- is asked to pay the normal registration fee.