

Briefing Paper: Conference Aide

As a Conference Aide, your role is to support the Chair in running the debate

The chair will maintain order on the floor, enforce debating processes and engage with conference attendees.

Aides should be present on Conference floor a few minutes before they are expected to aide. You may be replaced if you cannot be found.

Your role is to handle the 'behind the scenes', to make sure the chair has what they need, when they need it. In practice, this often means two things:

1. Speakers

Your role as an aide will be to look at the incoming speaking requests, and create a speaker list for the chair to follow. You can use the accompanying speaker sheet to help create this.

Remember, you should try, where possible, to have diversity of points of view, diversity of contributors and try to make sure speakers offer something new - a debate where everyone puts a similar point of view is not a debate!

Don't be afraid to make judgement calls on speakers - even policy officers across the ages have made mistakes. Decisions can always be remedied.

2. Confera

Confera is the software that the Young Liberals use to manage conferences. As an aide, you should help the chair in managing Confera. You will primarily use Confera to manage speaker requests, and manage votes.

A member of the policy or events committee will show you how to use Confera before the motion. If you are yet to have this briefing, don't worry! Just let one of the committees or the officers know. There will always be someone nearby to help out with any technical issues.

Remember, every debate acts in the same basic way:

- Speakers speak in favour or against the policy/business/procedural motion
- Conference votes.

The only differences between the format include:

- Certain motions require more >66% of votes to pass, not the normal 50%.