



**WORKING  
WEEK 2025**  
6-10 APRIL • BRISBANE, AUSTRALIA

**Locate25** | **G**  
THE NATIONAL GEOSPATIAL CONFERENCE

## Rapporteur Guidelines

Thank you for your important contribution to FIG Working Week + Locate25. We appreciate your involvement.

Please make yourself familiar with these notes to assist you with your role as Rapporteur.

### General Information

Brisbane Convention and Exhibition Centre  
Plaza Level  
Merivale St, South Brisbane

Technical Sessions: Monday 7 – Wednesday 9 April, 0900-1730

### Program

The live program can be viewed online [here](#); the overview of the program can be viewed via the PDF document [here](#)

### Your Role

A Rapporteur is responsible for accurately capturing the key discussions and outcomes of a session. The primary role is to observe, take detailed notes, and produce a summary of the session.

### Format

- A short questionnaire will be available in the session room covering things such as:
  - Quality of the presentation/s
  - Number of attendees in the room.
  - Suitability of the room including size and set up
- Please fill in and leave in the room so the FIG office can pick it up. It is very important for us to get your valuable input in order to keep track on the relevance of the session and the subject of each presentation. We will evaluate the whole conference when the conference is well over. All comments of yours are appreciated. The rapporteur sheets will be in the session room.

Please notice that you should not give any descriptions of the papers presented, but state your opinion about relevance (both for the topic of the session and for the profession as surveyor in general), the professional level, the presenter's ability to present, the quality of the presentation as well as the paper etc. This information will be used for evaluation of the papers for future use. General information is also required the technical equipment etc.

If you have any questions, please contact the Commission and/or Session Chair relevant to your session/s.

