

INSTRUCTIONS FOR SESSION CHAIRS

Oral Presentation Chairs

There will be a Speaker's Breakfast in the Opal Two room from 7:00 am to 8:00 am each morning. The Session Chairs for that day will meet there with the Speakers for that day. The Sessions Chairs will verify all speakers for their sessions are present and have transferred their files to the computer for presentation later that day. The Session Chairs will also verify they have a short biographical introduction for each speaker in their session.

Session Chair should be in the room assigned for their session 15 minutes prior to the start of the session to verify all speakers are present. The first row in each room is reserved for the Session Chairs and will be facing the same direction as the audience. Request the speakers to sit near the front of the room to facilitate communication.

The Session Chairs can split the various duties for the session:

- 1) Speaker Preparation. The speakers should be asked to sit near the front of the room. If lapel microphones are used, help the speaker attach the microphone to lapel or collar: show the location of the on/off switch for the microphone. When the current speaker is done, retrieve the microphone from previous the speaker. Some sessions may require you to close the current speaker's presentation file and open the next speaker's presentation on the projection computer.
- 2) Speaker Introduction. You should have a biographical introduction for each speaker and read it as the speaker is getting set-up for presentation. At the end of the session, you will thank the speaker and moderate questions from the audience. If running late, state there is no time for questions and move on to the next speaker.
- 3) Time Keeper. Do your best to limit the presenter to the allotted time for presentation including 5 minutes for questions at the end of the presentation. Please illustrate to the presenter your method of informing them of their remaining time (e.g. a show of fingers or a sign with remaining time). Standing and approaching the stage is sometimes used to signal the end of the allotted time for a speaker.

Poster Presentation Chairs

During the morning break, go to the poster session room (Crystal DEF) and verify posters from previous sessions are removed if there is a poster session that day. If posters remain, remove the poster for disposal. Verify the poster location numbers are visible and supplies are available for mounting posters during lunch and the afternoon break before the poster session.

During the poster session, verify which posters are presented. Report missing posters to the Technical Program Chair: abstracts without presentation are not eligible for publication in the proceedings of the conference.

During the morning break on Friday, verify all conference related materials are removed from the poster boards.