

Guidelines for Track Chairs

Thank you for serving as a session chair. Your contributions are vital to the smooth conduct of the technical session and to promoting dialog among attendees. The primary function of the session chair is to ensure adherence to the session schedule. If you have questions or problems, please come to the registration desk.

I. Oral Presentations

Each presentation room is equipped with a Windows PC computer, LCD projector, screen, and microphone system. Presenters have been asked to load their presentations onto the computer before the session.

- Approximately 20 minutes has been allotted to each presentation. This time covers the presentation and a few minutes for discussion. You may recommend that presenters limit their presentation to about 15 minutes.
- A poster listing the session schedule will be placed outside the room. A second listing of session schedule will be at the registration table. At the start of the session, please identify the person who will be presenting. You may ask them for a very brief biography (optional).
- Before each presentation, please announce the presentation title, the presenter, and their professional affiliation if known.
- At the end of the presentation, you may encourage the audience to participate in some discussion of the work. If the discussion appears to run overtime, please interrupt and encourage the discussion to continue after the session. Please thank the speaker.
- At the end of the session, thank all attendees and presenters again.