



Guidelines for Session 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.

Oral Presentations

Each presentation room is equipped with a video projector, and screen. Microphones can be provided on request. However, except for keynote presentations, a computer is not provided. Before the session begins, please interface with your session presenters to determine the logistics for the individual session, including the possible sharing of one computer for most/all of the session presentations.

- Collect all presentations on a flash drive from the registration desk or symposium facilitator.
- Approximately 20 minutes has been allotted to each presentation (with the exception of Work in Progress, which is 5 minutes). This time covers the presentation and a few minutes for discussion. You may recommend that presenters limit their presentation to about 15 minutes.
- A listing of the session schedules will be placed outside the room. A second listing of session schedules will be at the registration desk. At the start of the session, please identify the person who will be presenting. A brief biography may be given, if provided by the individual during registration, which will be available at the registration desk.
- 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. Please return the flash drive with session presentations to the registration desk or a symposium facilitator.