

**Session Chair Guidelines**

Thank you for being a session chair. Your role as a session chair is to assist the smooth flow of your session, including ensuring (1) the session environment is distraction free, (2) equipment for speaker support (lighting, audio-visual equipment, and microphones) is satisfactory, and (3) speaker talks follow the program schedule and stay on time.

**OPERATIONAL PROCEDURES**

1. At the beginning of your session:

- Make any general announcements; including any known program changes.

- Introduce the Speaker to the audience

2. Please familiarize yourself with the audio-visual equipment in the room, and with the accompanying “Presentation Guidelines” that all authors have received. You should plan to be in the room 15 minutes before your session and during scheduled coffee breaks to help authors who may need assistance in setting up their personal equipment.

3. A laser pointer will be available. Please leave in the room for the next session.

**PROGRAM PROCEDURES**

1. An up-to-date Session Sheet will be placed in the room; one will also be posted on the sign outside the meeting room. Plenary talks are 40 minutes, invited talks are 30 minutes and contributed talks are 20 minutes.

2. As a courtesy to attendees and other speakers, interrupt the speaker if he/she is not finished at the end of his/her time. **It is important** to maintain published program times in order to facilitate attendee scheduling.

4. If you have a “no show,” do not rearrange the schedule of presentations. Use the open time slot for discussion or review.

**PROGRAM CHANGE PROCEDURES**

Post any last-minute change to the program on the sign at the entrance to your symposium.

**AGAIN, THANK YOU FOR YOUR HELP! IT IS VERY MUCH APPRECIATED**.