



SUGGESTED CHECKLIST FOR SESSION CHAIRS

At Authors' Coffee/Speakers' Briefing:

- Introduce speakers; promote liaison on any closely related topics.
- Check presentation titles and authors'/speakers' names in the final program.
- Review time schedule of papers.
- **Emphasize to speakers importance of timing**, point out that the time schedule for each paper as it appears in the printed program must be strictly adhered to; advise speakers of timing signals.
- Advise speakers of equipment that will be available to assist in their presentation.
- Request speakers to sit in front row during session. If appropriate, receive and check name plates for participants in panel/discussion sessions.
- Suggest that all speakers coordinate with projection operator/session monitor (if available) the presentation order.
- Note any special announcements to be made during the session.

Preparation of Session Room:

- Fifteen to twenty minutes prior to your session, check room facilities, specifically projector focusing, LCD Projector/Switcher, adequacy and handling of lights and operation of all microphones. Report any difficulties to student monitor or MS&T staff immediately. The session monitor can assist with contacting MS&T staff or A/V technicians.
- Assist speakers with loading their PowerPoint files onto the laptop. An AV technician will be nearby if needed.

During the Session:

- Start on time according to printed time schedule. Welcome attendees and announce the session title.
- Introduce self, co-chair (with affiliation) and distinguished guests.
- Make any special announcements (i.e. cancellation of paper, conference related announcements, etc.) and repeat after returning from break.
- Present brief general introduction to session - purpose, content review, ground rules.
- Introduce papers, indicate significance.
- Introduce speaker, giving complete title, and company affiliation.
- Keep close track of time; signal speakers accordingly. The printed time schedule for each presentation must be strictly enforced by the chair.
- **If a paper is canceled, the session chair is asked to substitute a break period or a discussion time the length of the canceled paper to keep the time schedule.**
- **Questions from the audience: If verbal, ask attendee to use floor or roving mike, if available. Have attendee clearly state name and affiliation. Promote discussion, keep to subject, move along- Hold strictly to time allotment for each presentation.**
- Upon conclusion of session, give brief summation pointing out significance; thank participants.
- Give last-minute announcements. Adjourn on schedule.

After the Session:

- Thank the speakers and the session monitor.
- If a session monitor was assigned to your session, please sign his or her session attendance sheet.
- Report to staff any concerns or problems that may exist regarding the room, audio/visual equipment or speakers.