



## Guidelines for Session Chairs

### Arrangement of Room

- All doorways must be unobstructed.
- There should be a sign outside of the room on an easel or reader board, with session title and time.
- Place items for distribution at rear of room.
- Reserve the front row chairs for speakers and session chairs.
- Locate the Session Chair folder, which will have the necessary forms to fill out for your session and Session Chair ribbons.

### Facilities and Their Operation

- Prior to the session, locate the nearest A/V Tech Table. If you have any A/V trouble, you can visit them for assistance.
- There will be a "Session Chair Information Packet" in your room with instructions, information sheets, and forms. Inside will be an Attendance/Cancellation form for your session, you MUST complete this and return it back to the packet.
- Lights: learn how to operate them in advance of your session.
- Lectern mic: test; operate for control of squeal; designate person in case of trouble.
- Microphone for speakers: a separate lavalier microphone is provided. Chairs should assist in proper use of the mic.
- Adjust the lectern light to avoid shining in audience.
- Laser pointer: there should be a laser pointer in your room. Test it to make sure the batteries are still strong.
- Computers: there will be a dedicated presentation computer in your room, so there is no need for speakers to use their laptops.

### Preparing Your Speakers

- Make an announcement for all speakers to come forward so you may introduce yourself to them before the session begins.
- Learn the correct pronunciation of speakers' names.
- Know which co-author is making the presentation.
- Inform all speakers that the time limit is strictly enforced.
- Make sure that the speaker has their presentation ready to go on a thumb drive.
- Encourage all speakers to present their paper with energy.
- Be prepared for unused time between papers with a stimulating question or a discussion of your own.
- Even good speakers get nervous. Put them at ease.
- Encourage authors to submit their full papers to an ECS journal, even if the paper is already going into *ECS Transactions*.

### Conducting the Session (for the benefit of the audience)

- Keep the speakers and session running on schedule!
- PHOTOGRAPHY AND RECORDING IS NOT PERMITTED IN TECHNICAL SESSIONS. Make this announcement prior to every speaker.
- MAKE SURE to go to the online Meeting Program and check for any cancelled presentations in your session.
- Note all of the cancelled presentations from your session on the Cancelled Presentations sheet in the session chair folder.
- Take headcounts during sessions and record on Attendance Record sheet; leave sheet in session chair folder.
- The introduction of speakers should be limited to title of paper, author(s) name(s), and affiliation(s).
- Keep things moving at a lively, enthusiastic pace.
- If a speaker runs overtime, first hand him a note; then stand up beside him and interrupt to conclude the presentation.
- Never start a paper before the scheduled time, even to fill the hole left by a cancelled presentation.
- Keep the audience alert and interested.
- Relax restless audience with a 30 second stretch, if no intermission is scheduled.
- Be sure the speaker can be heard clearly.
- Ask the speaker to summarize the information if the lettering on slides is small.
- Have the speaker repeat questions during the discussion period.
- Have prepared questions ready if needed.
- Keep commercials and/or product endorsements to a minimum.
- Encourage audience to wear registration badges.

### Keep Distractions to a Minimum (For the benefit of the speaker)

- The speaker should be completely alone on the podium.
- Encourage silence in the audience during presentations.
- Encourage the audience to be seated during presentations.
- Keep the doors closed to eliminate outside noises.

### After the Meeting

Consider writing to each speaker thanking him/her for participating on behalf of yourself and ECS.