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 lavaliere 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.