



Onsite Instructions: Session Co-chair

As session co-chair, you are responsible to assist the session chair for the course of the event in your meeting room on the following:

In the attendee's mind, you are an extension of the conference and should be knowledgeable of basics relating to this event. If you are unfamiliar with the timing or location of an event, ask at the conference help desk.

Presider's Table: Session co-chair should sit together with the Session Chair at the presider's table which allows direct eye contact with the speakers and some workspace.

Seating: If the room is getting full with people standing in the back, at the break, or between presentations, please point out any available seats and ask people to be seated.

Security: Unattended items (briefcases, backpacks, book bags, etc.) should not be left in the meeting room and are subject to removal.

Chairing the Session:

- Introduce the session topic
- Introduce the speakers

Maintain the program schedule

Adhere to the schedule printed in **the Final Technical Program** relating to the order of speakers and start and end times for each talk, each session, each day for your conference.

Coffee breaks: Please check the individual technical conference listings in the final program for exact times and locations.

Arrange Session Report Forms:

- The conference chair will provide you with a Session Report form. Note any changes to the printed scheduled program on the Session Report form (cancellations, no-shows, new papers, etc.)
- Session Report forms should be returned to the conference office.
- Be prepared for the unexpected change!
- If you find a presenter has failed to attend: **DO NOT** move to the next paper. Attendees plan the talks they want to hear based on the published schedule. Choose one of these options:

- Fill in the *hole* with a standby paper (if there are no official standby authors for your session, make arrangement in advance to have one or two *no strings* presenters on hand)
- Open the floor to an extended session for speakers who have already presented
- Have one or two controversial topics ready for discussion
- Bring a topic on your laptop for presentation and/or discussion
- Open the floor for discussion on any topic of interest to the audience
- Start the next talk at its published, scheduled time

Responsibilities

- You will introduce yourself to the session chair before the session begins.
- You will help speakers to upload their presentations on the laptop provided at the room by venue coordinators.
- You will monitor projection equipment, sound levels, house lights. Please contact venue coordinators if a problem arises.
- Confirm you have the Session Report forms (the conference chair should have them for you), but extra forms are available upon request.
- Provide a timer and laser pointer, for which you will be responsible
- Update room signs
- Pick up the timer and laser pointer after the session.

AV Equipment

Each room will be set with:

1. A PC computer running Microsoft Windows 7, PowerPoint 2007 (Microsoft Office 2007), PDF Reader (Adobe Acrobat):

- Please remind all authors to check their presentations.
- Authors may load their presentations for later use (Macintosh created PowerPoint Files should be checked at the Speaker Check-in desk for font, graphics, and video capability)
- Authors may supply their computers (authors should boot up their presentations during breaks to avoid taking up valuable presentation time)

2. LCD projector set with native 1400 x 1050 resolution

- The authors should check their presentations at the Speaker Check-in Desk to ensure display compatibility
- Laptops should have resolution settings no higher than 1400 x 1050

3. Screen

4. Lapel microphone

- Attach lapel microphone to the presenter's tie or front of their shirt 6" from their chin.
- The microphone should be attached on the side nearest the screen so the presenter speaks toward the mic.
- The presenter should repeat the audience question before answering, as questions cannot always be heard throughout the room.

5. Laser pointer

- a. Instruct presenters how to use it to highlight their presentation details if they are not familiar with it.
- b. Presenters intending to use their laser pointer are required to sign a waiver available at the Speaker Check-in Desk releasing conference of any liability for use of potentially non-safe laser pointers
- c. Return to the venue coordinators at the end of each day.

6. Timer

- a. Please refer to the final program for speaker start and finish times
- b. Advise speakers about the timing sequence and the time you have allotted for their speeches
- c. There is a bell on the timer for tracking the speaker's length of presentation
- d. Presenters should wrap up within 1-2 minutes upon hearing the bell
- e. Return to the Conference Assistant at the end of each day.

Speaker Check-in Desk: If you require assistance, you can always with venue coordinators located at a convenient location central to the meeting rooms

Emergencies:

- In case of an emergency such as fire or natural disaster, an alarm will sound followed by audible instructions telling you how to Proceed-Follow these instructions implicitly.
- In some cases, it may mean that you should remain in the meeting room until further notice.
- In other cases, you will be asked to evacuate the facility and should proceed to the nearest exit, or as directed by the facility staff.
- If your attendees are in immediate danger from visible fire or smoke, or other danger, evacuate the room immediately and report the situation to facility security for an appropriate response.

Medical Emergencies:

- Send someone immediately to a house phone and call Security.
- Calling any other number, or outside the facility, may result in delayed response to the emergency.
- When appropriate please alert your conference assistant so they may inform the appropriate conference members/executive.