IAMOT2010

INSTRUCTION FOR
**SESSION CHAIRS**

1. Visit the session/ presentation room ahead of the session and insure that the presentation equipments are available and operative. Notify conference administration of any malfunction or otherwise.
2. Receive the session material from the conference administration (List of papers and presenters in the session (program), certificates, Attendees Opinion Survey)
3. You may assist the presenters to load their presentations on the computer prior to the presentation (Some presenters may prefer using their own laptop!)
4. Insure the availability of speakers in the session, and make the necessary program adjustments. Try to maintain the presentation sequence as published in the program unless it is noted on the board outside the session room, or changed in the schedule by the conference administrators. In case of absence/ cancellation of a paper, you may allocate more time for each attending paper.
5. Collect presenter's bios that may have to be mentioned in introducing the presenter. Make sure that you pronounce his/her name properly.
6. Introduce the speakers (title, authors, Affiliations, presenter(s) at a minimum) Typically, you read presenter's Bio when introducing the presenter, or you may ask the presenter to mention something about him/ herself and his/her co-authors prior to the presentation – in case you have difficulty pronouncing the names) --- this should not take more than 2 minutes.
7. Maintain the order of presentations and implement changes in the order only as it deems necessary, however, this needs to be declared ahead to the conference and coordinated with track coordinators and conference chairs.
8. Maintain the time line of presentation (15 Min. including Q/A). Audience can continue Q/A with the presenters during coffee breaks.
9. Initiate the clapping at the end of each presentation.
10. Present the certificates to authors/ presenters after his/her presentation.
11. Distribute and collect the opinion survey and deliver it to track coordinator and/or conference administration. Typically the forms are placed at the session room entrance, and you inform the attendees at the beginning and at the end of the session to fill it in and place it in a place (basket) where you can collect it all.