

Instructions for Presentation Chairs

*** New and Revised for 2011 ***

Presentation Chairs are asked to:

1. Arrive in your assigned room prior to the start of your assigned time block to greet attendees as they enter. You may also wish to introduce yourself to the audio-visual technician, as you may need to call upon them for assistance.
2. Before the session begins, introduce yourself to each presenter and review with them the order of events and the amount of time allotted for their presentation. Please be sure presenters understand that this time is inclusive of prepared statements, as well as a questions and answer period.
3. Welcome the audience. Encourage attendees to sit in the front section of the room, or if attendees are standing in the back of the room, ask them to fill in the seating. It is also helpful to make an announcement to please turn off all cellular phones as a courtesy for all in attendance.
4. Introduce each presenter by providing their name and institutional affiliation **ONLY**. Please do **NOT** read presenters' biographies. If you are the chair for a panel, you need only to introduce the panel moderator, who will introduce the rest of the panel.
5. Please begin the session on time and do not change the order of the presentations or the times. If a speaker cancels or does not show up please announce this and either promote discussion during that time or declare a break. It is important that you stick to the printed schedule, as attendees move from room to room and will plan on hearing the next presentation at the scheduled time.
6. **Keep your time block on schedule.** This is the most important duty of the presentation chair! Remember, if your block runs too long, every successive session in your room will run behind as well. A set of color-coded flash cards will be provided you to communicate to each presenter that their time is almost out, has run out, or that they have exceeded their time and must conclude immediately. If a presenter continues past their final warning, please stand and thank them for their work, then continue on to the next presenter. Leave the flash cards in your presentation room for the next session chair.
7. If time and the circumstance permits, invite an engaged question-and-answer session following each presentation. Please note that participants have been asked to prepare their area and set up any audio-visual equipment for their presentation during the question-and-answer time preceding their time slot. Do not be alarmed by this and kindly allow this to take place provided this is performed in an unobtrusive manner.
8. Acknowledge each presenter following their presentation and thank them for their participation.