

INSTRUCTIONS FOR CHAIR PERSONS OF ORAL SESSIONS



Your responsibilities as a session chair are to:

1. Arrive to your assigned room at least 15 mins before the session to:
 - Meet the AV tech and the presenters in your session.
 - Join the AV tech and speakers in a quick instruction on how to operate the projector remote and the house lights.
2. Begin session on time and keep it on time by monitoring the time for each presentation.
 - Each room will have a timer that the AV tech will show you how to use.
 - Presenters get 12 mins to talk. The other 3 mins are for questions and to prep for the next speaker (exchange microphone, set up next Powerpoint).
3. Welcome attendees to the session & read announcements left at the podium
4. Introduce each speaker and moderate the question & answer session after the talk
5. Turn the house lights off & on during each talk

The AV tech's responsibilities are to:

1. Instruct you and the presenters on the use of the microphone and projector remote.
2. Instruct you on how to turn the house lights off/on.
3. Help each speaker put on the microphone.
4. Begin each Powerpoint presentation.