

## MEMORANDUM

TO: TECHCON 2011 Session Chairs, Vice Chairs, Judges  
FROM: Harold Hosack, TECHCON 2011 Judges Chair  
DATE: August 12, 2011  
SUBJECT: Chairs, Vice Chairs, Judges Information

Information that you will need to serve as a TECHCON 2011 Session Chair, Vice-Chair or Judge is on the SRC website at <http://www.src.org/calendar/e004113/> (choose the Judges and Chairs tab). Please note that you can follow the TECHCON link from the SRC homepage; you will need to log-in to access the abstracts and 4-page papers.

A copy of the appropriate information will be provided to you at TECHCON so you do not need to bring the information with you. If you have not registered for TECHCON 2011 or made your hotel reservation at the Renaissance in Austin, please do so at your earliest convenience. **A spreadsheet is attached that indicates missing conference and hotel registrations as of August 9. Please note that the room block at the Renaissance releases on August 18.** A list of company contacts for TECHCON registration and logistical information can be found on the SRC website linked from the TECHCON home page.

Information on the web includes the following:

- Instructions/Guidelines for Session Chairs and Vice Chairs
- Judges Instructions
- List of Chairs, Vice Chairs, and Judges by session
- Criteria for Judging Papers and Posters
- Oral Presentation Instructions (provided to students)
- TechFair Poster/Demo Directions (provided to students)
- Individual Judge's Score Sheets to include both paper and poster scoring
- All Judges Tally Sheet (to be turned in by the Lead Judge for each session)
- Judges Decision Sheet (one to be turned in by the Lead Judge for each session)
- Session Schedule with links to abstracts (Chairs and Judges are able to access all abstracts regardless of entity membership)

*Please note that there are a number of students presenting posters only; these will not be included in the judging.*

There will be several judges meetings to answer questions and clarify instructions. Please plan to attend one session prior to the session you are judging, even if you have judged before. No separate meeting of Chairs and Vice Chairs will be held; however, Chairs and Vice Chairs are welcome at the judges meetings. Judges Meetings are scheduled at breakfast and lunch on Monday and Tuesday. Tables will be marked at these events for judges. There will also be a meeting for judges on Sunday evening at 7:00 pm. Please check with the conference registration for meeting room location when you check in for the conference.

Lead judges will provide the Judges Tally Sheets to the Judges Chair (or turn in to Registration) by 8:00 am on Tuesday (Sessions 1 – 8), by 4:00 p.m. on Tuesday (Sessions 9 – 12) and by 6:30 p.m. on Tuesday (Sessions 13 – 16). The Best in Session Awards will be presented at the dinner on Tuesday evening.

We very much appreciate your time and effort in chairing, vice chairing or judging a TECHON 2011 technical paper session(s). Please let us know if there is anything further we can do to ensure the success of the TECHCON 2011 paper sessions.