

## TECHCON 2013

### Instructions/Guidelines for Session Chairs & Vice Chairs

**Each presentation must be held to 15 minutes – if a presenter does not use all of the allotted time, it is up to the discretion of the Session Chair to allow for questions. Because of scheduling and time constraints, most questions should be held until TechFair. Please keep to the posted start time for each presentation**

1. Please review this information for Chairs/Vice Chairs carefully prior to coming to TECHCON 2013.
2. Both the Chair and Vice Chair should plan to arrive at the session room at least 15 minutes before the session start time. During this time either Ed Withers or Mark Shelman from technical support will come by to be sure you understand how the microphones work and to answer any other technical questions.
3. The Session Chair should meet with students to:
  - a. Verify arrangements for electronic presentation and use of the presenter remote (laser pointer and timer)
  - b. Emphasize time constraints
  - c. Inform students of “Time Warning Cards” to warn them of time remaining and time to stop

Note: All students will load their presentations onto an SRC computer during poster set-up on Sunday evening; all presentations for your session will be on the same computer. Students have been instructed to arrive at least 15 minutes early.

4. In the event that a presenter does not show up, please inform someone at registration ASAP so efforts can be made to locate the presenter. *Please stay with the published schedule since attendees do move within sessions.*
5. The Vice Chair should:
  - a. If there is a problem with Audio Visual equipment, please DO NOT try to fix it; Ed Withers or Mark Shelman will provide technical support if needed.
  - b. Chairs should use the podium mike; students will use a lavalier.
  - c. Verify room conditions are satisfactory; report needs to SRC staff or the registration desk.
  - d. Insure “Time Warning Cards” to regulate presentation time are available.
6. The Session Chair will open the session on time with introductory remarks, including:
  - a. Welcome to Session \_\_\_(#/title)\_\_\_
  - b. Introduce self and session Vice Chair
  - c. Remind the audience that because of time constraints, questions should be held and directed to the students during the TechFair session immediately following the paper session
  - d. Encourage all to attend the TechFair session immediately following to meet the students
  - e. Remind everyone – students, professors, and industry personnel – to complete and turn in their TECHCON evaluation sheet at the registration desk or provided boxes before 7:00 p.m. on Tuesday – there will be a prize drawing from returned evaluation forms.
7. The Session Vice Chair will:
  - a. Serve as timekeeper to keep students/session on schedule
  - b. Provide back-up to Session Chair as requested
8. After each presentation:
  - a. Session Chair will check computer for next presentation
  - b. Vice Chair will assist next speaker with microphone and presenter remote