



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. Review information for Chairs/Vice Chairs carefully prior to coming to TECHCON 2015
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 SRC support staff will come by to show you how the microphones work and to answer any technical questions
3. Session Chair should meet with students to:
 - a. Verify arrangements for electronic presentation and use of presenter remote (laser pointer & timer)
 - b. Emphasize time constraints
 - c. Inform students of “Time Warning Cards” to indicate time remaining and time to stop

Note: All presentations for your session will be on the same computer. Students have been instructed to arrive at least 15 minutes early for the session

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. ***Stay with published schedule; attendees do move between sessions***
5. The Vice Chair should:
 - a. Notify SRC support staff if there is a problem with audio visual equipment, please DO NOT try to fix it.
 - 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. Serve as timekeeper to keep students/session on schedule (“Time Warning Cards” are available in your packet)
 - e. Provide back-up to Session Chair as requested
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 – there will be a prize drawing from returned evaluation forms
7. After each presentation:
 - a. Session Chair will check computer for next presentation
 - b. Vice Chair will assist next speaker with microphone and presenter remote