

MEMORANDUM

TO: TECHCON 2015 Session Chairs, Vice Chairs, Judges

Harold Hosack, TECHCON 2015 Judges Chair FROM: CC: Shannon Geddes, TECHCON 2015 Vice Chair

September 9, 2015 DATE:

SUBJECT: Chairs, Vice Chairs, Judges Information

Information that you will need to serve as a TECHCON 2015 Session Chair, Vice-Chair or Judge is on the SRC website at https://www.src.org/calendar/e005106/#tab-session-chair-judgess-info. Please note that you can follow the TECHCON link from the SRC homepage; you will need to log-in to access abstracts and 4-page papers.

A copy of the appropriate information will be provided to you at TECHCON during conference registration so you do not need to bring the information with you.

Judges meetings are scheduled to be held during breakfast on Monday and Tuesday mornings. Tables will be marked for judges. Marked tables will be just as you enter the door for Rio Grande B (meal function room). 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.

Lead Judges will provide the Judges Tally Sheets to the Judges Chair (or turn in to Registration) by 8:00 am on Tuesday (Sessions 1-16), by 4:00 p.m. on Tuesday (Sessions 17-24) and by 5:30 p.m. on Tuesday (Sessions 25 - 32). A Lead Judge for each session has already been assigned and is designated on the judges list for each session. The Lead Judge is responsible for ensuring that a decision is reached, documented, and communicated back to the Judges Chair. The Best in Session Awards will be presented at the dinner on Tuesday evening.

Please make a special effort to visit the posters of each student that presented during the session you are judging.

We very much appreciate your time and effort in chairing, vice chairing and judging a TECHON 2015 technical paper session(s). Please let us know if there is anything further we can do to ensure the success of the TECHCON 2015 paper sessions.