

Onsite Instructions for Session Chairs

As session chair, you are responsible for the course of events in your meeting room:

- In the attendee's mind, you are an extension of SPIE and should be knowledgeable of basics relating to this symposium. If you are unfamiliar about the timing or location of an event, ask an SPIE staff person
- **Presider's Table:** Session chairs should sit at the presider's table which allows direct eye contact with the speakers and some work space
- **Seating:** If the room is getting full with people standing in the back, at the break, or between presentations, please point out any available seats and ask people to be seated
- **Security:** Unattended items (briefcases, backpacks, bookbags, etc.) should not be left in the meeting rooms and are subject to removal

Chairing the Session:

- Introduce the session topic
- Introduce the speakers; author biographies will be provided to the conference chairs
- **Maintain the program schedule**
 - **Adhere to the schedule** printed in the Final Technical Program relating to the order of speakers and start and end times for each talk, each session, each day for your conference
 - **Coffee breaks** occur at approximately 10:00 and 15:00 (Please check the individual technical conference listings in the final program for exact times and locations)
- **Orange Session Report Forms:**
 - The conference chair will provide you with an orange Session Report form
 - Note any changes to the printed schedule on the Session Report form (cancellations, no-shows, new papers, etc.)
 - Session Report forms should be returned to the Technical Programs Coordinators at the Registration Desk, the Conference Assistant, or the Speaker Check-In Desk.
- Be prepared for the unexpected!

If you find a presenter has failed to attend:

- DO NOT move to the next paper. Attendees plan the talks they want to hear based on the published schedule. Choose one of these options:
 - Fill in the *hole* with a standby paper (if there are no official standby authors for your session, make arrangements in advance to have one or two *no strings* [no manuscript] presenters on hand)
 - Open the floor to an extended Q&A session for speakers who have already presented
 - Have one or two controversial topics ready for discussion
 - Bring a topic on your laptop for presentation and/or discussion
 - Open the floor for discussion on any topic of interest to the audience
- Start the next talk at its published, scheduled time

Conference Assistants

- A "conference assistant" will introduce her/himself to you shortly before the session begins. They are stationed just outside and near your conference room to help you with anything you need, or any questions you might have.
- They are also there to:
 - Monitor projection equipment, sound levels, house lights. Please contact them if a problem arises
 - Confirm you have the Orange "Session Report: Changes and Exceptional Papers" forms (the conference chair should have them for you), but extra forms are available upon request
 - Provide a timer and laser pointer, for which you will be responsible
 - Update room signs
 - Pick up the timer and laser pointer after the session.

AV Equipment

Each room will be set with:

1. **PC computer** running Microsoft Windows XP, PowerPoint 2003 (Microsoft Office 2003), PDF Reader (Adobe Acrobat):
 - a. Please remind all authors to check their presentations at the Speaker Check-in Desk
 - b. Authors may load their presentations for later use (Macintosh created PowerPoint Files should be checked at the Speaker Check-in desk for font, graphics, and video capability)
 - c. Authors may supply their own computers (authors should boot up their presentations during breaks to avoid taking up valuable presentation time)
2. **LCD projector** set with native 1400x1050 resolution
 - a. Authors should check their presentations at the Speaker Check-in Desk to ensure display compatibility
 - b. Laptops should have resolution settings no higher than 1400x1050
3. **Screen**
4. **Lapel microphone**
 - a. Attach lapel microphone to the presenter's tie or front of their shirt 6" from their chin
 - b. Microphone should be attached on side nearest the screen so presenter speaks toward the mic
 - c. Presenter should repeat audience question before answering, as questions can not always be heard throughout the room.
5. **Laser pointer**
 - a. Instruct presenters how to use it to highlight their presentation details if they are not familiar with it
 - b. Presenters intending to use their own laser pointer are required to sign a waiver available at the Speaker Check-in Desk releasing SPIE of any liability for use of potentially non-safe laser pointers
 - c. Return to the Conference Assistant at the end of each day.
6. **Timer**
 - a. Please refer to the final program for speaker start and finish times
 - b. Advise speakers about the timing sequence and the time you have allotted for their speeches
 - c. There is a bell on the timer for tracking the speaker's length of presentation
 - d. Presenters should wrap up within 1-2 minutes upon hearing the bell
 - e. Return to the Conference Assistant at the end of each day.

Note: Any additional equipment requested is only in the room during the presentation requested by the speaker (when requested in advance) and will be taken to other rooms during breaks unless another speaker is pre-scheduled to use the same equipment. Late onsite requests by the presenters made at the Speaker Check-in Desk will be accommodated on an 'as available' basis.

Speaker Check-in Desk: If you should require assistance, you can always inquire at the Speaker Check-in Desk located at a convenient location central to the meeting rooms

Emergencies:

- In case of an emergency such as fire or natural disaster, an alarm will sound followed by audible instructions telling you how to proceed--Follow these instructions implicitly
- In some cases, it may mean that you should remain in the meeting room until further notice
- In other cases, you will be asked to evacuate the facility and should proceed to the nearest exit, or as directed by the facility staff
- If your attendees are in immediate danger from visible fire or smoke, or other danger, evacuate the room immediately and report the situation to facility security for appropriate response.

Medical Emergencies:

- Send someone immediately to a house phone and call Security

- Calling any other number, or outside the facility, may result in delayed response to the emergency
- When appropriate please alert your conference assistant so they may inform the appropriate SPIE staff.