Welcome to Photonics West 2018

Remember: in the attendees’ mind, you are an extension of SPIE and should be knowledgeable of the basics of the symposium. If you are unfamiliar about the timing or location of an event, please ask an SPIE staff member.

As a Session Chair, please be aware of the following:

**CHAIRING YOUR SESSION**

- Introduce the Session Topic
- Introduce the Speaker(s)
- Keep your speakers on time

The Conference App will help you keep things running smoothly.
The app is available and FREE for both Apple and Android devices. Just search “SPIE Conferences.”

Please adhere to the times listed in the Conference App.

Note any changes to the printed schedule on the orange Session Report Form (cancellations, no shows, new papers, etc.) Please do not change the room signs.

At the end of your session, please hand any orange Session Report Forms to your Conference Assistant.

**PRESENTING A PAPER**

All presentations MUST be preloaded onto the computers in Speaker Check-In; located in Room 105. SPIE staff will be in the room to help speakers upload their presentations.

- **ATTACH THE LAPEL MICROPHONE**
- **DOUBLE CLICK YOUR PAPER**
- **PRESENT!**

**The notecards provided at the presentation table will guide you through the process in more detail.**

**NO-SHOW PRESENTERS**

DO NOT move on to the next paper. Instead, choose one of these options:

1. Fill in with a standby paper
2. Hold an extended Q&A for papers that have already been presented
3. Open the floor for general discussion or debate.

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. S/he will be stationed just outside and near the conference room to help you with anything you need.

THEIR TASKS INCLUDE:
1. Monitoring the presentation equipment and the house lights.
2. Taking attendance counts of each paper presented.
4. Collecting the orange forms and the timer at the end of the day.

Conference Assistants can help you contact an SPIE staff member or AV professional.

All coffee times are from 10-11AM and 3-4PM

<table>
<thead>
<tr>
<th>DAY</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>South Lower Lobby</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Exhibition Hall (Hall C)</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Exhibition Hall (Hall C)</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>Exhibition Hall (Hall C)</td>
</tr>
</tbody>
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THINGS TO NOTE:

• If the room is full with attendees standing in the back, please use a break in between sessions to point out any available seating. For safety reasons, the exits cannot be blocked.
• Room Signs will be updated by SPIE staff. Please do not make changes yourself.
• Personal belongings should not be left unattended at any time and should be taken with you at the end of the day.
• Lost and Found is located at SPIE Cashier in the registration area.

EMERGENCY INFO

In the event of an emergency please contact a SPIE staff member ASAP

PERS Stations Examples
Pull handle based on emergency and pick up the phone.

USE IN-HOUSE PHONE OR PERS STATIONS
ONLY - NO CELL PHONES
LIFE THREATENING EMERGENCY:
Call: 511